

**Faculty of Engineering**  
**Executive Committee**  
**Executive Update Meetings: Aug 18<sup>th</sup> 2020 to March 8<sup>th</sup> 2021**  
**on Microsoft Teams**

**PRESENT**

Attendance varied but most Faculty Officers were present for most meetings, and quorum was always present.

J. Beauvais (Dean),  
K. Hinzer (Vice-Dean, Research),  
M. Labrosse (Vice-Dean, Undergraduate Studies),  
L. Peyton (Vice-Dean, Graduate Studies)  
D. Taylor (Vice Dean, Quality Assurance & Teaching Innovation),  
T. Lethbridge (Vice-Dean, Governance),  
C. D'Amours, (Director, EECS),  
A. Felty (EECS – CSI),  
C. Rennie (Chair, CVG),  
N. Baddour (Chair, MCG),  
B. Kruczek (Chair, CHG),  
S. Gandolfini (Chief Administrative Officer),  
H. Howes (Manager of Development),  
F. Bouchard (Manager of Outreach),  
V. Samson (Manager of Marketing and Communications – earlier meetings in the period),  
M. Kimberley (Manager of Marketing and Communications – later meetings in the period)  
K. Bournes (Alumni Relations Officer),  
L. Roy (Assistant to the Dean)

**21.01.01 General**

During the 2020-2021 pandemic year, Faculty Executive met in shorter less-formal meetings than had been the situation in prior years. This document summarizes key discussions until early March 2021, and document key motions.

During this period Executive Update meetings were held August 18<sup>th</sup>, Sept 2, Sept 16<sup>th</sup>, Sept 30<sup>th</sup>, Oct 14<sup>th</sup>, Oct 28<sup>th</sup>, Nov 11<sup>th</sup>, Nov 25<sup>th</sup>, Dec 9<sup>th</sup>, Jan 11<sup>th</sup>, Jan 25<sup>th</sup>, Feb 8<sup>th</sup>, Feb 21<sup>st</sup> and Mar 8<sup>th</sup>.

Topics discussed were the following:

- Return to research and return to other campus activities
- Use of Lockdown browser and monitoring technology such as Respondus
- Funding for graduate students
- Impact of the pandemic on enrollment, “Stickability”, and ability of students to travel to campus, especially from international destinations where quarantine would be required.
- Impact of the pandemic on stress levels and workload
- Allocations for the Faculty Development Fund

- The formation of the new School of Engineering Design and Teaching Innovation, later approved by Faculty Council and the Senate. This included adjustment of bylaws, which will be presented to the Faculty Council in March 2021.
- Student satisfaction data from various surveys
- Career and Co-op: Updates from Gaby St. Pierre
- New Faculty positions
- The use of offices in the Minto building
- Plans for courses in Summer 2021 and in the 2021-22 academic year
- The impact of the pandemic on Accreditation, with the visit being online and the concept of contact hours is less relevant.
- The online open house and other events that are normally held in person.
- The establishment of an academic program in Egypt
- News about grants, including outstanding success in CFI
- The use of S/NS grading while the pandemic continues
- Revitalization of graduate programs
- Faculty IT matters: A talk with Michel Racine. Of particular importance is the phasing out of old web servers, email lists and email addresses.
- Best practices for teaching online: Key guidelines being to not overload courses, to integrate interactive and engaging learning, to reduce the weight of the final exam, to finish lectures on time, to record and post lectures on Brightspace, to be accessible to students, and to troubleshoot technology in advance.
- Marking scheme adjustments due to online teaching.
- How engineering design is defined and interpreted by Engineers Canada.
- Plans for the fall 2021 accreditation visit, including data gathering and planning meetings for this
- Adjustments to faculty prizes: It was agreed that a new plan would be put into place starting in the 2021-22 academic year, whereby the pattern of giving certain awards in a manner that alternates between ‘early-career’ and ‘established’ applications for the Glinski and Marsh awards would be dropped. Additional awards would be created.
- Health and safety matters: Some minor accidents were reported at the March update, but the proper incident reports were not filed.

### **20.05.02 FTPC replacement**

On January 21, Faculty Executive approved the following motion electronically, due to the need to replace Hanan Anis on the FTPC: That the Faculty of Engineering Executive Committee nominate Dr. Martin Bouchard as a Replacement for the position representing EECS on the FTPC that was vacated when Dr. Anis was appointed as Director of the new School.

#### **20.05.04 Academic Inquiry Matter: March 8, 2021**

On March 8, Faculty Executive approved the recommendation of the Academic Inquiry Committee regarding two students who were found to have collaborated in an exam in CVG4133. The approved penalty is F in the course.

Timothy C. Lethbridge, Vice-Dean (Governance)