

**Faculty of Engineering  
Executive Committee**

**Executive Meetings Consolidated Minutes April 30, 2021 – Nov 2, 2021  
on Microsoft Teams**

**and in-person in CBY707 for a limited number of people as of August 2021**

**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 until June meetings),  
H. Anis (Director, EDTI),  
C. Adams (EECS – CSI, from summer onwards),  
C. Rennie (Chair, CVG until June meetings),  
M. Fall (Chair, CVG from summer onwards),  
N. Baddour (Chair, MCG),  
B. Kruczek (Chair, CHG until June meetings),  
X. Cao (Chair, CHG from summer onwards),  
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)  
L. Roy (Assistant to the Dean)

**21.02.01 General**

Between April and November 2, 2021, Faculty Executive met 9 times (April 28, May 26, June 9, June 23, August 31, September 14, September 28, October 19, and November 2)

It has been agreed that informal notes are kept on Microsoft Teams regarding the discussions held at each meeting, and only the formal motions are recorded in these minutes, as below.

Topics discussed included the following:

- IT infrastructure
- Ethics review
- Faculty hiring
- Convocation

- Admissions
- Return to campus, including scheduling of labs, handling in-person vs. remote students; online vs. bi-modal teaching, vaccination requirement
- NSSE results
- TA Hiring
- Equity, Diversity and Inclusion
- Ongoing pandemic management issues
- FTPC nominations
- Approval of Faculty Development Fund requests for each academic unit
- Revamping prizes: A team will report in the Fall
- The Dean's objectives: Research (strategically highlight; increase strategic partnerships), Recruitment (become 1st choice for students, as well as talent; become a prime destination for students in a lifelong learning context) and EDI (make our faculty culture inclusive and supportive).
- Plans for accreditation
- Graduate Merit Fund
- Interaction with the Undergraduate office on Talisma
- Accredited high school courses
- 3-year plan
- Professor ambassador program
- Vacancies on Senate committees
- Website update plans
- Support for Ghassan Doudak to be interim VD Research while K. Hinzer is on leave
- Plans for October 30 open house
- Undergraduate advisory platform

#### **21.02.02 Motion. April 28. VD QATI:**

On a motion duly moved and seconded, the Executive approved that the mandate of the VD QATI be renewed for 2 years to ensure continuity of current activities and to allow for the quality assurance needs of the faculty to be addressed, and to consider and plan for the future of the role.

#### **21.02.03 Motion. June 23. Awards**

On a motion duly moved and seconded, the Executive awarded the Part Time Professor of the year to Hamidreza Shirkhani

On a motion duly moved and seconded, the Executive awarded the TA of the year award to Soheil Sarvari and to Ineku Amhayesus Metaferia

**21.02.04 Motion. Undergraduate Council Nomination**

On a motion duly moved and seconded Executive approved the nomination of Patrick Dumond to be a member of Senate Undergraduate Council.

**21.02.05 Motion. September 14. Academic Fraud Issue**

On a motion duly moved and seconded Executive approved the sanctions recommended by the committee of inquiry, F in a course, for three students

Timothy C. Lethbridge, Vice-Dean (Governance)