Faculty of Engineering

Faculty Council

Meeting 2023.04

November 28, 2023 in person in CBY 707 and on Microsoft Teams

PRESENT

Officers of the Faculty
J. Beauvais, K. Hinzer, G. Doudak, M. Labrosse, A. Sowinski, S. Somé, N. Baddour, M. Fall, H. Anis, X. Cao.

Professors
A. Ahmed, C. Fauteux-Lefebvre, J. Haelssig, H. Tezel, E. Dragomirescu, C. Kinsley, O. Seidou, S. Vanapalli, P. Branco, V. Groza, T. Lethbridge, N. Samaan, H. Schriemer, T. Jin, T. Uchida, A. Weck, J. Foster, M. Majeed, A. Rahgozar.

Students
Abhay Ariyappillil, Eslin Ustun Karatop, Faria Jaheen, Esmaeil Morshedi, Parisa Bayat, Tushar Agarwal, Anna Schubert, Justin Brown, Yacine Boubacar.

Others including guests and non-members
H. Howes, C. Morasse, J. Olivier, D. Azzi

EXCUSED

Officers of the Faculty

Professors
M. Dubé, I. Catelas, B. Jodoin.

Students

ABSENT

Officers of the Faculty

Professors
K. Meek, M. Kavgic, H. Al Osman, L. Moura, H. Mouftah, A. Karmouch, N. Zaguia, D. Knox.

Students
Shahroz Shaikh, Tristan Ruel, Ali Raza Bhangu, Christopher Lit, Ghita Hajraoui, Bowen Ivanovich, Ryan Goodwin.

Others including guests and non-members
M. Kimberley, S. Drouin.

23.04.01 Approval of the Agenda

The agenda was approved as presented.

23.04.02 Approval of the Minutes of the October 2023 Meeting

The minutes had been approved by email.

23.04.03 Matters arising from the minutes

A. Sowinski provided an update on the motions from last Faculty Council meeting.

23.04.04 Report of the Dean

Dean Beauvais provided an update on activities since the last meeting, noting:

- Health and Safety
  2 incidents were reported since the last meeting of the Faculty Council. The dean described the nature of the incidents and the steps that were taken as a result. One of the incidents highlights the importance of reporting incidents within 24 hours.
- Cybersecurity
  The launch of the Cyber Range occurred on October 19th. There was enormous interest on the part of potential partners and users from within and outside the University and this is leading to new partnerships and relationships. Laboratories and a variety of training activities are under development. The launch event provided strong positioning of the Faculty and the University in the cybersecurity landscape nationally and internationally.
- Online programs update
  The unexpected transition of the eMEM to full Faculty responsibility following the withdrawal of Keypath Education has been completed since June. The two new programs approved by Senate, Interdisciplinary AI and online Digital Transformation and Innovation, are in preparation, requiring 2 new courses each to be offered in the first semester. At this time, the expected launch date is May 2024.
- Ceremony of Excellence – follow-up to event of November 17th
  The event celebrated undergraduate and graduate students who had obtained scholarships and won awards, and also celebrated faculty alumni awards. The event was successful in achieving its objectives.
- Patrimoine Canada
  56 courses are being translated and this is expected to be completed by May 2024. These courses are distributed throughout all departments: MCG 13, CHG 16, CVG 11, EECS 5 (CSI are already available in both English and French), SEDTI 11. Cela inclut également les cours permettant le développement de 5 micro-programmes à la maîtrise qui pourraient être offerts en ligne dans les deux langues. These include Cybersecurity, Mechatronics & Robotics, Building energy systems, Microbrewery, Sustainable design & environmental stewardship.
- Proposition d'incitatifs pour cours d'été
  The University is preparing a program of financial incentives for faculties that wish to increase the number of summer courses being offered, starting Summer/Spring 2024. This will be discussed at the next Executive meeting with the Department/School chairs and directors to evaluate whether it's possible to add courses during the upcoming Summer/Spring semester.
- La prochaine édition de Design Day aura lieu ce jeudi, le 30 novembre. Plus de 1,000 étudiantes et étudiants présenteront leurs projets. Le doyen invite les membres du Conseil de faculté à aller à la rencontre de nos étudiants.
- Budget situation
  The Dean discussed the current financial situation of the Faculty.

- 3-year plan 2021-2024
  In 2020, the Faculty launched its current 3-year plan, focusing on 3 objectives for Research, Recruitment and EDI. This plan is dynamic, and adjustments have been made annually based on the ongoing discussions with the Faculty community and our evolving environment. We are currently in the third year of our plan and while our objectives remain highly relevant for the coming years, some adjustments are warranted. This matter will be brought to the Faculty Executive for an in-depth discussion. Over the coming months, the different elements of the 3-year plan will be subject to a series of consultations with members of the Faculty community through various interactions, including a more in-depth discussion at the next Faculty Council meeting in February.

23.04.05 Report of the Vice-Dean Research

The Vice-Dean had circulated a report, and noted during the meeting that:

- New CFI-IF funding had been obtained by five groups within the Faculty, while matching amounts from Ontario Research Fund (ORF) are pending review results, expected spring 2024. Also, two CFI-JELF had been obtained.
- The University approved the nomination of Pierre Berini. Application was submitted to the CRC program on October 16, 2023.
- The Faculty submitted 34 Discovery and 5 RTI proposals.
- It was also noted that the Ontario Graduate Scholarships (Master's and PhD) applications are due December 4. NSERC Canada Graduate Scholarships – Master's applications are due December 1, 2023.
- The launch of Workday in May had caused many issues with grant balances. Processes for emitting contracts to research personnel and bursaries to students are slower. Additional resources have been appointed at Central Administration and at the Faculty this fall to eliminate backlog.

23.04.06 Report of the Vice-Dean Programs

The Vice-Dean had circulated a report.

The VD Programs visited the accreditation of McGill University as an observer (November 12-14, 2023) and highlighted the following findings:

- AU counts were checked (with course materials, assessments, etc.) as well as P.Eng status.
- Health and Safety as a culture was thoroughly checked.
- Stakeholder meetings (internal and external) were viewed as very important to continual improvement process.
- The changes to a program must be properly documented (e.g. meeting minutes) with evidence to why the changes should occur. Some of them should be linked to GA analysis.

With the help of Aneta and the GAIA software data collection and analysis is currently ongoing. All but CVG and CHG programs should have the GA reports to complete the annual report.

Two undergraduate and 2 graduate motions were presented to the Faculty Council for approval. The complete document, including the resolutions of the motion, is presented in the following table.

1.1 Undergraduate

Motion	Unit	Request Number	Description	Academic Unit Approval	Effective Date	Approved
Minor	CHG	2023-UGRD-GENIE-CHG-01	Add ITI1120/1520 to the curriculum as well as adjust other curriculum requirements for continual program improvements that adhere to the recommendations of the CEAB and internal IQAP.	2023-09-05	May 2024	Yes
Minor	CHG	2023-UGRD-GENIE-CHG-02	Change the CHG3527 course title to match the English title and to provide more PHI/ENV options to the Environmental Engineering option.	2023-09-05	May 2024	Yes
Minor	MCG	2023-UGRD-GENIE-MCG-01	The department is requesting three modifications to MCG4322/4722 Computer-Aided Design, the 6-units capstone project course: a change from the current single-code two-term (Fall and Winter) course to two one-term consecutive courses, name change, course description and pre-requisites to better reflect current practice. A creation of new capstone for the Biomechanical Engineering Program MCG4366/4766, the 6-units consecutive courses.	2023-06-28	May 2024	Yes

1.2 Graduate

Motion	Unit	Request Number	Description	Academic Unit Approval	Effective Date	Approved
Minor	EECS	2023-GRAD-	Modification of the admission requirements for the Fast-Track from the Master's to the PhD in order to harmonize the	2023-10-23	May 2024	Yes

Motion	Unit	Request Number	Description	Academic Unit Approval	Effective Date	Approved
		GENIE-CSI-19	requirements with the University Academic regulation			

23.04.07 Report of the Vice-Dean student affairs

The Vice-Dean circulated a report.

The Vice-Dean reported the following:

- University Regulation A-8.6 is being revised to remove the new and current restriction of only one deferred evaluation in a course, but wording is being chosen carefully so that it will not be a free for all.
- University Fair (OUF): yearly recruitment event in Toronto, 22-23 October.
- New guidelines for writing Coop reports, where emphasis is put on student's guided self-reflection about employability, career path, and uoCompetencies. The reports will also be significantly shorter.
- Retention program: the academic advisors at the Undergraduate Studies Office have met with 1st-year students who were identified as potentially at risk of failure based on initial academic results, along with all 1st-year female students, to help them navigate the difficulties of first year and refer them to relevant services when needed.
- The Mentoring Centre has had a more difficult time this term to reach its audience, and this has been exacerbated by the proliferation of private tutoring offers, and other initiatives
- A new digital form has been launched for professors to indicate their needs for the final exams.
- Ceremony of Excellence, 17 November: with both UG and GR recipients, for the first time together in recent years; the ceremony was well attended and hit its objectives.
- 2024 admission targets for UG studies are the same as those set for Sep. 2023, and have been discussed with all the Department Chairs and School Directors.
- 2024 admission targets for GR studies are new thing.
- QLess started live on November 20. Early hiccups are now fixed.
- Effective immediately, international MEng applications will be processed entirely by the Admissions team.

23.04.08 Report of the Vice-Dean EDI and Governance

The Vice-Dean circulated a report.

The Vice-Dean reported on the following:
- A round of consultations with the Departments and Schools has already started. The purpose of the consultation is to present the mandate of the newly appointed VD EDI and Governance, and to introduce the Faculty's vision, current initiatives, as well as the short and long term recommendations presented by the EDI Task Force.
- Since the appointment of the VD EDI and Governance, several initiatives have started, including:
    o Working on the development of website/hub with EDI information specific to Faculty of Engineering
    o Coordinating with the Vice Provost EDI

- o Planning training sessions for Executive Committee members
- o Meeting with Indigenous coordinator
- o Consultation with Departments
- o Initiating survey for U/G students, faculty members and staff to establish a baseline.
- o Coordinating with various student-led organizations
- There will be an open call to join an EDI Advisory Committee to continue the work that started by the EDI Task Force to advise the VD EDI regarding future initiatives by the Faculty.

23.04.09 Other Business

There was no other business.

The meeting ended at 14:55.

Ghasan Doudak

Vice-Dean (EDI and Governance)