



MEMORANDUM

To: Members of the Faculty of Applied Science and Engineering

From: Cristina Amon, Dean

Date: June 10, 2016

Re: **Working Group to review makerspaces**

Our Faculty is committed to developing the next generation of makers, innovators, and engineering leaders, and to ensuring that we have the facilities required to do so. We are in the process of developing a strategy for supporting design courses and other student activities. We will identify what equipment and facilities are available, what we need to complement existing resources, and address supervision and safety. The forthcoming Centre for Engineering Innovation & Entrepreneurship (CEIE), with its core fabrication and prototyping facilities, will be at the centre of these activities, with satellite facilities across the Faculty providing specialized services.

I am pleased to announce that I have appointed a working group to conduct an audit of our makerspaces and develop a set of recommendations for improvements and communication of availability. The terms of reference and expected timeline are listed below.

I am grateful to the following FASE members who have agreed to serve on this working group and look forward to receiving their report:

Mr. Steve Miszuk (Working Group Chair)
Professor Jason Bazylak (MIE)
Professor Jason Foster (EngSci)
Professor Ben Hatton (MSE)
Mr. Bruno Korst (ECE)
Professor Mark Kortschot (EngSci)
Professor Jun Nogami (MSE)
Professor Tony Sinclair (MIE)
Dr. Sabine Weyand (IBBME)

Terms of Reference

1. Survey and catalogue all makerspaces within the Faculty
2. Identify departmental access personnel
3. List specific capabilities of each makerspace
4. Confirm hours of operation
5. Determine pre-requisites for use of equipment in each makerspace
6. Identify gaps in fabrication processes and equipment
7. Recommend improvements to makerspaces
8. Recommend means of informing students of the availability of the catalogue of Faculty makerspaces

Timeline

1. Appoint Working Group: May 2016
2. Audit of makerspaces: June-August 2016
3. Meetings and consultation: September-October 2016
4. Final report submitted to the Dean: November 2016
5. Recommendations presented to Chairs and Directors: December 2016