



UNIVERSITY OF TORONTO  
FACULTY OF APPLIED SCIENCE & ENGINEERING

*Cristina Amon, Dean*

2015-16/04

**MEMORANDUM**

**To:** Members of the Faculty of Applied Science and Engineering  
**From:** Cristina Amon, Dean  
**Date:** September 21, 2015  
**Re:** **Announcement of a Task Force to Review Academic and Student Advising**

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As part of the 2011-2016 Academic Plan, the Faculty of Applied Science and Engineering identified the need to review student counselling as an action item within the strategic theme of Student Experience. To that end, the Faculty is striking a Task Force to review academic and student advising and to make key recommendations as outlined in the mandate below.

Several key aspects for improvement were identified:

1. Inconsistent approach to academic and student advising where it relates to student development, customer service, and interpretation of policy and guidelines;
2. Inconsistent application of technology to support academic and student advising and student record keeping/assessing;
3. Differences in departmental roles, workloads and workflows that impact the availability of academic advising to students;
4. Lack of clear and consistent standards, credentials and/or training requirements for academic and student advisors;
5. Broad acceptance and application of the term 'counsellor' where 'advisor' is more appropriate and relevant.

There is a clear need for an organized and integrated approach to create defined standards for academic and student advising services across the Faculty in the interest of improving the student experience.

**Mandate**

1. Review and assess the scope and quality of academic advising programs across the Faculty and recommend improvements to the current state. As part of this, consider the role of faculty in providing students with career/professional advising.
2. Review and recommend appropriate and consistent competency and training requirements for academic and student advisors.
3. Review and recommend appropriate use of technology to effectively support academic student advising.

## **Process**

The Task Force will seek input from key stakeholders and other interested parties (i.e. department/institute Chairs, Associate Chairs, students and counsellors). Its findings will be documented in the form of a report to the Dean. If required, a motion based upon the report (in its entirety or in modified form) will be submitted to Faculty Council for approval.

## **Timing – September 2015 through February 2016**

1. Create Task Force: September 2015
2. Meetings and consultation: September 2015 through January 2016
3. Final report submitted to the Dean: February 2016
4. Task Force recommendations submitted for administrative approvals: February 2016

## **Membership**

- Barbara McCann, Interim Faculty Registrar (Chair)
- Micah Stickel, Chair First Year
- Tom Coyle, Vice-Dean, Undergraduate
- Matthew MacKay, Associate Chair, Undergraduate (MIE)
- Deborah Tihanyi, Director, Engineering Communication Program
- Leslie Grife, Assistant Director, First Year Academic Services
- Shanyi Curtis, Counsellor Civil Engineering
- Sherry Lin, Undergraduate Counsellor (Years 1 & 2), Engineering Science
- Estelle Oliva-Fisher, Assistant Director, Student Experience and Teaching Development
- Helia Safaee, 4th Year Chemical Engineering Student
- Namya Syal, 2nd Year Chemical Engineering Student