



**Minutes of the Faculty Council Meeting of
December 8, 2015 at 12:10 p.m.
Michael E. Charles Council Chamber (GB 202)**

PRESENT

Doug Reeve (Speaker)
Edgar Acosta
Grant Allen
Cristina Amon (Dean)
Jason Anderson
Giselle Azimi
Mario Badr
Joe Baptista
Berj Bardakjian
Jason Bazylak
Christopher Beck
Sharon Brown
Markus Bussmann
Tom Coyle
Jim Davis
Khuong Doan
Jennifer Drake
Phil Fan
Carolyn Farrell
Mohsen (Mason) Ghafghazi
Krisztina Harmath
John Harrison
Christina Heidorn
M. Reza Iravani
Ezzat Jaroudi
Charles Jia
Bryan Karney
Dawn Kilkenny
Antonio Liscidini
Appana Lok
Don MacMillan
Brenda McCabe
Farid Najm
Jun Nogami
Graeme Norval
Jon Albert Obnamia
Joseph Paradi

Ernesto Díaz Lozano Patiño
Aleksandar Prodic
Lee Qian
Lisa Romkey
Ali Sheikholeslami
Brent Sleep
Pierre Sullivan
Deborah Tihanyi
Masayuki Yano
Chris Yip
Aaron Yurkewich
David Zingg
Jean Zu

REGRETS

Brittney Carter
Greg Evans
Oghosa Igbinakenzua
Donald Kirk
Ofer Levi
Ted Sargent
Michael Sefton
Micah Stickel

GUESTS

Michelle Beaton
Chris Brown
Dani Couture
Sonia De Buglio
Michelle Deeton
Shilpa Gantotti
Anthony Morra
Dan Pettigrew
Cristina Sewerin
Alex Tichine
Geoff Wichert
Caroline Ziegler (Secretary)

1. Speaker's Welcome and Approval of Agenda

Council Speaker Doug Reeve thanked members joining the second Faculty Council meeting of the 2015-2016 academic year and welcomed all present, in particular student members of Council.

The meeting agenda and reports were circulated on November 24. There were two changes to the agenda: approval of the minutes of the October 28 Faculty Council meeting is tabled until the next Council meeting on February 29, and Professor Locke Rowe, Dean of the School of Graduate Studies and Vice-Provost, Graduate Research and Education can regrettably no longer attend this meeting. We are looking into scheduling him to speak at our April 12 meeting instead.

On a motion duly moved, seconded and carried, it was resolved –

THAT the agenda be approved.

2. Introduction of New Faculty

Brent Sleep, Chair of the Department of Civil Engineering, introduced his new faculty member, Mason Ghafghazi, and David Zingg, Director of the University of Toronto Institute for Aerospace Studies, introduced his new faculty member, Masayuki Yano. The Speaker welcomed them to Council.

3. Dean's Report

Dean Cristina Amon welcomed members to Council, and Professors Mason Ghafghazi and Masayuki Yano to the Faculty. She provided the following remarks.

(a) CEIE Update

We continue to make progress on the construction of the new building, the Centre for Engineering Innovation & Entrepreneurship (CEIE). The excavation of the site has begun and is progressing well. It will continue for one more month before the foundation work begins.

We have started discussions with Academic and Campus Events (ACE) regarding trading some usage in Technology Enhanced Active Learning (TEAL) rooms for other rooms located in U of T Engineering. CEIE is our building and we will make arrangements to have the rest of the University use the TEAL rooms when we do not need them, in lieu of our gaining ACE-assigned space in buildings that Engineering occupies. Professor Ron Venter will soon provide an update on this initiative.

All are encouraged to try new modalities of teaching and learning in the prototype TEAL room in Sandford Fleming Room 3201. Vice-Dean, Undergraduate Tom Coyle and Registrar Don MacMillan will approach faculty through associate chairs to book and use this room, and will welcome your feedback.

(b) Translational Biology and Engineering Program Update

The Translational Biology and Engineering Program (TBEP), within the Ted Rogers Centre for Heart Research, is completing its move to new space in MaRS II today. This move involves four Engineering professors and their teams from ECE, MIE and IBBME, and will create some transitional space until the CEIE is complete.

(c) External Review of Faculty and Self-Study

The last external review of our Faculty was in May 2010. In April of that year we completed our most recent self-study, which was submitted to the review team and subsequently used as a basis for our Academic Plan.

Our next external review will take place in the fall of 2016 or spring of 2017. We have received the commissioning letter and terms of reference from the Vice-Provost, Academic Programs and are beginning the preliminary work on our next self-study. We will soon begin compiling data from our Annual Reports and other publications, and will involve Council members through your departments, associate chairs, consultations and town hall meetings.

(d) Fall Trips

During the past two weeks, I travelled to Hong Kong and Singapore to attend several events and meet with supporters of the University and our Faculty. These included the University of Toronto (Hong Kong) Foundation's 20th Anniversary Celebration Gala, which was held in Hong Kong to honour and celebrate its achievements to date with donors, alumni, volunteers and scholars, and the Asia-Pacific Graduation Ceremony, which is held approximately every other year to allow graduates with ties to the region to celebrate their achievements with family and friends. The event was a wonderful way to connect with our international graduates.

While in Hong Kong and Singapore, I met with donors and alumni to continue fundraising for the CEIE and other Faculty initiatives.

(e) Interdisciplinary Academic Search

We are currently searching for three new interdisciplinary positions that will be cross-appointments between departments and institutes. The searches are focused on cross-disciplinarity and diversity, as well as research and teaching excellence in areas in which our Faculty has critical mass. Nine candidates have been shortlisted. We are near the end of the first round of interviews and are in the process of making our final decisions. Thank you to those who have participated in the candidate visits.

(f) Canadian Engineering Accreditation Board

In October 2012 our Faculty's nine undergraduate programs underwent an accreditation review by the Canadian Engineering Accreditation Board (CEAB). Five of our programs were accredited for the maximum period of six years to June 30, 2019. The remaining four programs were accredited for three years to June 30, 2016 with the possibility of a three-year extension subject to submitting a report that satisfies the CEAB's concerns.

Interim reports were submitted to the CEAB and I am pleased to report that we have received their decision to extend accreditation for these four programs for three years to June 30, 2019. All nine of our programs will now undergo an accreditation review in 2018.

The Dean thanked Graeme Norval, Tom Coyle and the associate chairs, undergraduate for their efforts and everyone who participated in the coordination of the graduate attributes and other materials. We will soon begin preparing for our next accreditation review.

(g) Dean's Strategic Fund

There is approximately \$5-million available from the Dean's Strategic Fund to distribute this cycle. A call for proposals will be issued this coming week with a deadline for full proposals in mid-March, and notices of intent in mid-February. Proposals can be submitted by chairs and directors of departments and institutes, or by EDU:C directors.

Projects should have broad impact within the Faculty; for example, the potential to further our Academic Plan goals of developing multi-departmental and collaborative initiatives. All are encouraged to take the initiative and lead these efforts.

(h) Staff Awards Program

The Dean reminded members that the call for nominations for the Staff Awards Program was announced in October. We have supportive and devoted administrative colleagues throughout the Faculty who are deserving of recognition, and all are encouraged to identify and nominate them by the submission deadline at the end of January.

There were no questions for the Dean.

4. Major Curriculum Changes for 2016-2017

Graeme Norval, Chair of the Undergraduate Curriculum Committee, presented Report 3476, proposed changes affecting Engineering Science and its options in Aerospace, Biomedical Systems, Electrical and Computer Engineering, and Energy Systems; programs in Chemical Engineering & Applied Chemistry, Civil Engineering, Electrical & Computer Engineering, Material Science & Engineering, and Mechanical & Industrial Engineering; and several minors administered by the Cross-Disciplinary Programs Office.

At the conclusion of the presentation, the following regular motion was moved and seconded –

THAT the proposed curriculum changes for the 2016-2017 academic year set out in Report 3476 be approved.

A member noted that the headings used in the report were unclear, as the Department of Electrical and Computer Engineering appeared to be listed twice. Professor Norval explained that the some of the headings in fact pertained to Engineering Science options, and undertook to correct the report.

The motion was carried.

5. First Year ECE and TrackOne Curriculum Changes, 2016-2017

Graeme Norval, Chair of the Undergraduate Curriculum Committee, presented Report 3487, changes to the first year ECE and TrackOne curriculum. These include moving *APS105: Computer Fundamentals* from the fall term to the winter term, and creating an *Engineering Chemistry and Materials Science* course for ECE and TrackOne students. These changes come in part as a result of the findings and recommendations of the Core Curriculum Review Task Force after extensive consultations with students, faculty, external programs and the literature, and are informed by ongoing discussions and assessment of the first year program by the First Year Core 8 Curriculum Committee.

At the conclusion of the presentation, the following regular motion was moved and seconded –

THAT the major curriculum changes to the first year ECE and TrackOne programs for the 2016-2017 academic year, proposed in Report 3487, be approved.

In response to a question, Professor Norval explained that the new *Engineering Chemistry and Materials Science* course will be piloted by ECE and TrackOne students in 2016 under the existing curriculum, and will replace *APS104* for all other undergraduate engineering programs in the fall of 2017.

The motion was carried.

6. Session Dates, 2016-2017

Graeme Norval, Chair of the Undergraduate Curriculum Committee, presented session dates for the 2016-2017 academic year listed in Report 3479.

At the conclusion of the presentation, the following regular motion was moved and seconded –

THAT the proposed session dates for the 2016-2017 academic year as set out Report 3479 be approved.

The president of the Engineering Society said that the results of a recently-held U of T Student Union referendum indicate strong support for having a reading week in the fall semester, but since the results were not broken down by division and did not take into account CEAB accreditation unit requirements, the Engineering Society will hold its own referendum on the topic. He asked if there would be enough time to put a two-day break into place for next fall if the referendum results were made available next semester.

Professor Norval responded that Faculty Council has the authority to reduce the session dates to allow for a two-day break, however, our Faculty needs a 12.8-week fall term in order to meet CEAB accreditation unit requirements. Reducing the session dates would be a challenge for some programs, and this issue requires further discussion by the Faculty.

The motion was carried.

7. Reports and Recommendations of Standing Committees

(a) First Year Teaching and Teaching Assistant Award Guidelines

Lisa Romkey, Chair of the Teaching Methods & Resources Committee, presented Report 3486, which describes the establishment of a first-year teaching award and a teaching assistant award to acknowledge excellence in teaching first-year students within the Core 8, TrackOne and Engineering Science programs.

At the end of each term, first-year students will identify excellent instructors through a survey. The survey results will be tabulated and normalized, and reviewed by a selection committee consisting of the Chair, First Year, the Chair of Engineering Science, a faculty member from the TMRC, and the first-year discipline class representatives from the Engineering Society.

There were no questions and the report was received for information.

(b) Modification of Teaching Award Nomination Guidelines

Lisa Romkey, Chair of the Teaching Methods & Resources Committee, presented Report 3481, which describes minor changes to the nomination guidelines for the Early Career Teaching Award, the Faculty Teaching Award, the Sustained Excellence in Teaching Award, and the Teaching Assistant Award. These changes will clarify the requirements and encourage uniformity between nominees.

In response to a question, Professor Romkey explained that one of the sources used to provide evidence of outstanding performance, the “incorporation of student feedback and use of reflection”, is meant to give the committee a sense of how the instructor is using student feedback to improve their teaching.

The report was received for information.

(c) Report on Admissions Cycle 2015

Chris Yip, Chair of the Admissions Committee, presented Report 3482 Revised, an admissions cycle update for the period of November 1, 2014 through November 1, 2015.

In response to a member’s request for a summary of the committee’s plans for the current academic year, Professor Yip said the committee will continue implementing the broad based admissions process and adjust the timing, and will look at the geographic distribution and diversity of incoming students.

Another member noted errors in the table on page 3 of the report which describes the number and percentage of female students in the incoming class. The committee will correct these errors and the report will be redistributed.

The report was received for information.

(d) Community Affairs & Gender Issues Committee Goals, 2015-2016

Edgar Acosta, Chair of the Community Affairs & Gender Issues Committee, presented Report 3483, which describes the committee's goals for the current academic year. One goal is to enhance outreach by better connecting the research efforts in the Faculty with our Outreach Office, particularly through video demos. The second goal is to establish parameters for a diversity climate survey to be undertaken by the Faculty. Establishing parameters is important because such a survey has not been undertaken elsewhere at the University, and because the scope of diversity is broad, including gender, race and religion affiliation, among other factors.

A member was concerned that including religious affiliation might be ill advised. Professor Acosta said that the results of some US surveys suggest that many groups are integrated, but religious diversity is often ignored, and gave as an example a survey that indicated that some US students were uncomfortable with the accommodations granted to religious groups. He confirmed that the Faculty must be ready to act upon any feedback it receives through its diversity climate survey.

The report was received for information.

(e) Examinations Committee Goals, 2015-2017

Pierre Sullivan, Chair of the Examinations Committee, presented Report 3480, the committee's goals for the next two academic years. These include creating a Chief Presiding Officer for final exam administration; investigating whether guidelines on historical mark distributions and mark expectations should be given to instructors, to assist the committee when making inquiries and requesting modifications to course marks; determining the number of students who have successfully lifted probation and study whether the current probation lifting policy should be modified to allow greater mobility into and out of probation; and developing a database to track reasons given for allowing modifications of the composition of final marks for some courses.

With respect to the goal of investigating whether guidelines on historical mark distributions and expectations should be given to instructors, Professor Sullivan said that the committee will take into account the increasing averages of our incoming students.

The report was received for information.

(f) Research Committee Goals, 2015-2016

Ted Sargent, Chair of the Research Committee, was unable to attend Council and present Report 3484, the committee's goals for the next academic year. The presentation was tabled until the next Faculty Council meeting on February 29, 2016.

8. Other Business: Faculty Governance

The Speaker invited discussion on the role of Faculty Council, noting that although it is our Faculty's highest academic body and an essential and implicit part of self-governance, it is underappreciated and meetings tend to be poorly attended and *pro forma*.

After asking members to stand and introduce themselves by constituent group, the Speaker asked for comments on what we might do to make our meetings a source of rich conversation about academic matters and broader topics such as governance, engineering, and engineering education.

Members discussed the main challenge facing Council: it is often perceived to be pointless because everything discussed has been pre-decided. This perception leads to a low turnout by faculty, who are not actively encouraged by their chairs and directors to attend, and by students, who are perhaps discouraged when they see few faculty members in attendance.

Other members disagreed, saying that we need to determine if Council is truly broken before we set about to fix it, and asked if the Faculty can be surveyed to measure their disenfranchisement. A student member requested that any survey be distributed to students as well.

A member commented on the underrepresentation of undergraduate students at the present meeting, and wondered if they are aware of the upcoming restructuring of first-year teaching.

There are administrative structures in place at Council that create forums for discussion, such as standing committees that work to bring items forward, and chairs and directors who actively consult with their faculty. A member said that if everyone has done their homework, there should be little controversy and rubber-stamping will be a given. Another member agreed that subcommittees usually do a lot of groundwork, but said that Council may not be aware of earlier discussions, especially on controversial items. It would be useful if some of this background information were provided at Council.

It was suggested that many members feel they are adequately represented through committees and their leadership, and if they think they do not have enough say, they should be encouraged to attend Council by their chairs and directors.

Several members recommended that items be brought forward in advance of being voted on, especially if they are controversial, to allow for early discussion and meaningful input. Other items brought forward for discussion could be of broader interest, such as governance, the history of the Faculty, how the University functions at its highest level, engineering in the 21st century, the role of online education, and departmental initiatives.

The Speaker agreed that Council discussions need not focus exclusively on academic matters, but could also be an opportunity to engage in broad, high-level discussions and community building, similar to the Faculty's Awards Ceremony.

In one member's opinion, the last two years of Council have been lively when the items are lively and controversial. Dean Amon gave an example of an item successfully brought early to Council's attention: the recommendations of the Task Force to Review the Core Curriculum in 2014. She said that many good ideas have been brought forward today to encourage discussion at Council, which are along the lines of what we have been trying to do over the last several years. For example, Professor Locke Rowe, Dean of the School of

Graduate Studies and Vice-Provost, Graduate Research & Education, had been scheduled to discuss initiatives in graduate education at today's meeting, but had to cancel due to a last minute conflict.

The Speaker said that it is a key responsibility of members to consult with their constituency groups, and encouraged them to share Council information broadly and in advance of meetings, provided the information has been cleared by the Executive Committee.

The Speaker undertook to be more proactive in bringing items forward for Council's discussion, and invited the Dean, staff, chairs and directors, and Council members to submit their ideas to him directly or through the Dean's Office.

9. Date of Next Meeting

The next Faculty Council meeting is on February 29, 2016.

10. Adjournment

The meeting was adjourned at 1:25 p.m.

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