UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Minutes of the Faculty Council
Meeting of April 11, 2019
Michael E. Charles Council Chamber (GB 202)

PRESENT: Grant Allen, Cristina Amon (Dean), Jason Anderson, Julie Audet, Giselle Azimi, Raunaq Bagchi, Joe Baptista, J. Christopher Beck, Evan Bentz, Chris Bouwmeester, Markus Bussmann, Arthur Chan, Timothy Chan, Hai-Ling Margaret Cheng, Samantha Cheung, Jim Courtney, Chris Damaren, Jim Davis, Khuong Doan, Stark Draper, Natalie Enright Jerger, Greg Evans, Jennifer Farmer, Ramin Farnood, Jacob Foster , Jason Foster, Diane Giang, Penney Gilbert, Krisztina Harmath, Benjamin Hatton, Dawn Kilkenny-Rocheleau, Don Kirk, Deepa Kundur, Heather MacLean, Don MacMillan, Paul Malozewski, Elham Marzi, Paul Milgram, Alexandre Milovanoff, Shivani Nathoo, Jun Nogami, Vladimiros Papangelakis, Elodie Passeport, Doug Perovic, David Philpott, Nelly Pietropaolo, Daniel Posen, Doug Reeve (Speaker), Jonathan Rocheleau, Lisa Romkey, Jonathan Rose, Patricia Sheridan, David Sinton, Micah Stickel, Kenneth Tallman, Mindy Thuna, Deborah Tihanyi, Hamid Timorabadi, Honghi Tran, Shahrokh Valaee, Chirag Variawa, Shankeran (Eran) Vijayakumar, Alvin Virya, Victor Xin, Christopher Yip, Mitchell Zak, Matthew Zhang, Yu Zou

REGRETS: Warren Chan, Karen Chu, John Harrison, Elias Kyriacou, Susan McCahan, Farid Najm, Gerald Steuart

GUESTS: Laura Berneaga, Helen Bright, Sharon Brown, Dani Couture, Darlene Gorzo, Leslie Grife, Cathy Grilo, Cori Hanson, Victoria James, Ezzat Jaroudi, Durand Jarrett-Amor, Andrew Kidd, Joanna Lau, Marit Mitchell, Alex Schroen, Alex Tichine, Allison Van Beek, Sandy Walker, Geoff Wichert, Caroline Ziegler (Secretary)

1. Speaker's Welcome and Adoption of the Agenda

Council Speaker Doug Reeve welcomed members to the fourth and final Faculty Council meeting of the 2018-2019 academic year and acknowledged the university's use of traditional land.

The Speaker stated that this is Dean Amon's last Faculty Council meeting as Dean since being appointed 13 years ago, and made the following remarks.

Fundamental to leading any organization to a new destination is knowing where you are and where you have been. The Faculty's annual reports, part of Dean Amon's legacy, document that evolution and describe some of the Faculty's achievements during her tenure.

For undergraduate students, international applications have tripled, the entering average has reached 93 per cent (up four points), retention is 94 per cent (up seven points), and the percentage of females in the incoming class has almost doubled, to 40 per cent. For graduate students, MEng enrolment has almost tripled, and PhD enrolment has increased by 40 per cent.

Philanthropy has grown exponentialy under the Dean's stewardship, with a total of $140M raised over just the past five years, and the percentage of appointed female faculty has increased from nine per cent to 21 per cent. While many have contributed to this success, it would not have been possible without the superb leadership of the Dean. Dean Amon is also an exceptional thought-leader. Some of her remarkable accomplishments include writing over 400 refereed papers, and supervising 39 PhD students and many more master's and bachelor's research students. She has also been named fellow of nine prestigious organizations, including AAAS, ASEE, ASME, CAE, CSME, EIC, IEEE, NAE, and the Royal Society of Canada. The most important numbers, however, are Dean Amon's one husband, two children and one grandson.

The Speaker stated that the Faculty will be grateful for Dean Amon's leadership for decades to come, and presented her with a large pot of orchids as a token of Faculty Council's appreciation.

Dean Amon thanked faculty, staff and students for their dedication and intense work ethic, which have inspired her throughout the years. She said it has been a privilege to have contributed to the Faculty's achievements, and we will be in great hands under the future leadership of Chris Yip.

The agenda and meeting package were distributed on April 1, 2019. The minutes of the December 18, 2018 and February 27, 2019 Faculty Council meetings, and a revised *Report 3627: Adding Direct Entry and Flex-Time Options to MSE's PhD* were distributed on April 10, 2019. The proposed amendments to our Faculty's constitution and bylaws will be removed from the agenda and deferred to our first Council meeting in 2019-2020. Since the minutes were distributed on short notice, on a motion duly moved, seconded and carried, it was resolved –

> THAT the minutes of the December 18, 2018 and February 27, 2019 Faculty Council meetings be considered at this meeting.

The Speaker undertook to have the minutes circulated in a more timely manner in the future.

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

> THAT the agenda be adopted as revised.

2. Adoption of the Minutes of Previous Meetings

No errors or omissions were noted in the minutes of the previous two meetings, and on regular motions duly moved, seconded and carried, it was resolved –

> THAT the minutes of the meeting of December 18, 2018 be approved.
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> THAT the minutes of the meeting of February 27, 2019 be approved.

3. Report of the Dean

Dean Amon welcomed members to Faculty Council and provided the following comments.

(a) Joint Task Force on Academic Advising and Mental Health

Council received the final report of the Task Force on Academic Advising in 2016 and the Task Force on Mental Health in 2017. We have reviewed their accomplishments and ongoing activities and the chairs of both task forces have been asked to form a decanal Joint Task Force on Academic Advising and Mental Health, which will build upon our Faculty's commitment to student wellness.

Specifically, this joint task force will focus on academic advising resources, staffing and training, and mental health and wellness training for students, faculty, teaching assistants and staff. It will review Faculty policies and resources with a mental health and wellness lens, and consider recommending a permanent committee structure to ensure that student mental health and wellness are continuously prioritized by the Faculty. The task force will submit a report with short- and long-term recommendations to the Dean by August 30, 2019 for implementation in the coming academic year.

(b) Chair of Department of Electrical and Computer Engineering

We are pleased to announce the appointment of Deepa Kundur as chair of The Edward S. Rogers Sr. Department of Electrical and Computer Engineering for a five-year term beginning July 1, 2019. Professor Kundur first joined the department in 1999 as an assistant professor. After taking a position at Texas A&M University in 2003, she returned to the University of Toronto in 2012, joining as a full professor. She held the position of associate chair in the Division of Engineering Science from 2014 through 2016, and has served as its chair since 2017, where she spearheaded the creation of Canada's first engineering major in machine intelligence and oversaw a significant expansion of international research opportunities for students.

(c) Convocation

Our Faculty will have three convocation ceremonies on June 19, 2019. The morning ceremony will include graduates from CHE, CIV/MIN and EngSci; the afternoon ceremony will be for MIE, UTIAS and IBBME graduates; and the evening ceremony will be for ECE and MSE graduates.

Engineering alumnus Bill Troost will receive a Doctor of Laws honorary degree at the morning convocation. Bill, a successful entrepreneur and founder and president of Peel Plastic Products, has given back tremendously to his alma mater through his dedication, time and financial resources. He has played an instrumental role in forming what is now the Troost Institute for Leadership Education in Engineering, while also contributing to the construction of the Myhal Centre for Engineering Innovation and Entrepreneurship.

(d) Celebrating Engineering Excellence

Our 12th annual Celebrating Engineering Excellence reception for faculty and staff will be held on May 2, 2019 in the Myhal Centre. At this event, we will present our staff, teaching and research awards, and celebrate those who were recognized over the past year for their

exemplary research, teaching, leadership and service. Faculty and staff are invited to attend this event to celebrate another year of extraordinary achievements and milestones.

(e) Engineering Society leadership transition

We welcome the new Engineering Society leadership team, which takes office on April 13, 2019. With us today are incoming president Laura Berneaga and incoming vice-president, academic Zahir Firoze. Thank you for committing your time and skills to the benefit of our undergraduate students.

We also give our heartfelt thanks to the outgoing Engineering Society executive for their tremendous leadership and contributions over the past year, in particular president Shivani Nathoo and vice-president, academic, Matthew Zhang, who are at today's Council meeting. Some of the executive's contributions include assisting with the logistics and design of the arena in the Myhal Centre, helping us redefine the Engineering Career Centre and programs within PEY, and supporting student health and well-being.

There were no questions for Dean Amon, and the Speaker thanked her for her report.

4. Creation of the Centre for Analytics and Artificial Intelligence Engineering as an Extra-Departmental Unit, Type C

The following item will be considered by special motion, requiring a two-third majority of members present and voting to carry.

Markus Bussmann, chair of the Department of Mechanical and Industrial Engineering, introduced Report 3618 Revised, a proposal to create an EDU:C in analytics and artificial intelligence engineering. Timothy Chan of the department presented the proposal, noting that the EDU's focus will be on artificial intelligence translation and applications. It will be formed initially within FASE but will be extended in the future to relevant stakeholders, such as the Faculty of Medicine and the Faculty of Arts and Science.

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

> THAT the Centre for Analytics and Artificial Intelligence Engineering (CARTE) be created as an Extra-Departmental Unit Type C, effective July 1, 2019.

Members discussed the extent to which ethics will be addressed in the new EDU. Professor Chan acknowledged that this is an important topic in artificial intelligence and said that it will be core within CARTE, with an Academic Steering Committee considering how it will be integrated. In addition, the Artificial Intelligence Engineering minor and certificate will offer ethics as a core course for the first time in the upcoming term. This will include a week of content related to ethics and fairness in artificial intelligence.

Members also discussed the mechanism for naming, reviewing and closing extra-departmental units.

The motion was carried unanimously.

The following items will be considered by regular motion, requiring a simple majority of members present and voting to carry.

5. Changes to Restrictions on the Composition of Final Marks

Daniel Posen, chair of the Examinations Committee, presented Report 3620 which proposes to change section "XI. Grading Policies" of the academic regulations regarding the composition of final marks, to relax the requirement on not closely supervised work from a maximum of 25 per cent to a maximum of 50 per cent, and to require a minimum of 15 per cent of final marks to be derived from closely supervised term work. Many courses already meet these requirements but if an exemption is needed, instructors can contact the Registrar's Office at the start of the term to request that the Examinations Committee approve additional deviations.

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

> THAT proposed changes be made to section "XI. Grading Policies", subsection 5, as described in Report 3620.

A former member of the Examinations Committee commented that this policy applies to lecture courses only, and that the committee approves deviations for lab and design courses. The committee is working on policy that will apply to lab and design courses.

The motion was carried.

6. Adding Direct-Entry and Flexible-Time Options to the Department of Materials Science and Engineering PhD

Julie Audet, Vice-Dean, Graduate Studies and chair of the Engineering Graduate Education Committee, presented Report 3627 Revised which proposes to add a direct entry option to the doctoral program in Materials Science and Engineering, allowing outstanding students with high GPAs or research experience, but without the equivalent of an MASc degree, to apply for and be accepted into the PhD program.

It also proposes to add a flexible-time option to the MSE doctoral program, allowing practicing professionals in a relevant field of study who require a modified time period and/or content delivery option to complete the requirements of the PhD. The flexible-time option will also promote interactions between industry and academe, and similar programs are already in place in the departments of Mechanical and Industrial Engineering, and Chemical Engineering and Applied Chemistry.

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

> THAT direct entry and flexible-time options to the PhD in the Department of Materials Science and Engineering be established, effective September 1, 2019.

In response to a question, Professor Audet and Jun Nogami, chair of the Department of Materials Science and Engineering, explained that there are mechanisms in place to ensure that the direct entry option maintains the quality of the PhD program. For instance, students will not be self-identified; a committee will consider and a professor will recommend candidates. Students will also be required to have high GPAs and prior research experience.

Professor Audet confirmed that the time limit for the flexible-time option will be consistent with the six-year School of Graduate Studies requirement.

The motion was carried.

7. Reports and Recommendations of Standing Committees

The following reports were approved by the Executive Committee of Faculty Council at its March 21, 2019 meeting and are being presented for Council's information.

(a) Engineering Graduate Education Committee Update

Julie Audet, Vice-Dean, Graduate Studies and chair of the Engineering Graduate Education Committee, presented Report 3619 Revised. Proposed graduate curriculum changes include a new course approved in ECE; minor modifications that will lower the minimum GPA requirement in the MEng, MASc, MHSc and PhD programs in IBBME; and the addition of MA, MEd and PhD programs in Higher Education to the Collaborative Master's and Doctoral Specialization in Engineering Education.

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

(b) Examinations Committee: Winter Exam Copy Deadline

Daniel Posen, chair of the Examinations Committee, presented Report 3622, a proposal to harmonize the deadline to request Winter Exam Copies (October 15) with the deadlines to request Exam Re-grades and Mark Re-checks (both June 15).

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

(c) Scholarships and Awards Committee: Goals for 2018-2019

Jennifer Farmer, chair of the Scholarships and Awards Committee, presented Report 3623. The committee's goals for the remainder of its term (which ends in October 2019) include updating its manual, investigating methods of improving student use of the e-portfolio, and promoting external awards.

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

8. Appointments of Faculty Members to 2019-2020 Standing Committees and the Academic Appeals Board

The Speaker presented Report 3625, teaching staff nominations to the Faculty's standing committees and the Academic Appeals Board for 2019-2020. An updated report including student and alumni members will be provided to Council at its October 2019 meeting.

The Speaker thanked members of the standing committees for their service. He met with the chairs of standing committees last fall to discuss proposed changes to the constitution and bylaws. The chairs expressed an interest in having regular meetings, to be chaired by the Speaker, where they can discuss ongoing issues such as the functioning of standing committees, transitioning chairs, and other governance processes. The Speaker subsequently held a second meeting of standing committee chairs in March 2019, and undertook to continue meeting with them on a regular basis.

He appealed to the Faculty's chairs and directors to ensure that their teaching staff appointments understand the importance of these committees and are able to devote the necessary time to serve. He stated that one of the changes proposed under the new constitution will require that standing committees review and update or re-affirm their rules and procedures on a five-year cycle. Over the next few years, these will be brought up to date.

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

9. Report of the Engineering Alumni Network Awards Adjudication Committee, 2018

Speaker Doug Reeve presented Report 3626, the Engineering Alumni Network Awards Adjudication Committee report, on behalf of committee chair Safwat Zaky. The report lists the candidates for induction into the 2019 Engineering Alumni Hall of Distinction and recipients of the Engineering Alumni Medal, 2T5 Mid-Career Award, 7T6 Early-Career Award, Malcolm McGrath Award, and L. E. (Ted) Jones Award.

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

10. Memorial Tributes

(a) Anthony (Tony) A. Haasz

Chris Damaren, director of the University of Toronto Institute for Aerospace Studies, read the following memorial tribute.

Be it resolved –

> THAT the Council of the Faculty of Applied Science and Engineering record with deep regret the death on March 12, 2019 of Professor and Director Emeritus Anthony (Tony) A. Haasz.

Tony Haasz was born in Hungary on March 18, 1943. His family moved to Canada and he went on to obtain an undergraduate degree in Engineering Science from the University of Toronto in 1967. Following this, he obtained Master of Applied Science (1968) and Doctor of Philosophy (1973) degrees from UTIAS.

He would go on to an academic career at UTIAS where he successively held the positions of Lecturer/Research Scientist, Assistant Professor, Associate Professor, and Full Professor. He was the director of UTIAS during the period 1996-2006.

Tony's research career was largely devoted to the now 70-year-old quest for energy's holy grail - fusion energy: to create a man-made sun in a bottle to generate electricity from inexhaustible and universally available fuel that won't produce greenhouse gases.

His first involvement in a fusion research project, with the collaboration of Professor Peter Stangeby (then himself a junior professor at UTIAS, 1972) was work towards the development of a gas-target neutron generator, GTNG, which would have made fusion using a powerful tritium ion beam fired into a supersonic deuterium gas jet. The idea was not to generate energy, but to create a source of high energy neutrons for materials testing. President Carter's 1978 budget included funds to build two GTNGs but the Congressional budget didn't.

From there the Stangeby/Haasz duo moved in the late 70's to another research area where, again, there was a connection to aerospace applications – plasma-solid interactions. From a historical perspective, the connection between aerospace and fusion is very well established, with fusion reactors powering spacecraft like the Millennium Falcon, long ago in a galaxy far away. More recently, during the 50's and 60's, spacecraft re-entry was (and still is) an important part of rocket-science. The problem in fusion is very similar: how to help materials survive contact with a high temperature plasma. In the re-entry case, the plasma is about 10,000 degrees; while in the fusion case, the plasma is a bit hotter – more than 100,000,000 degrees. This new field had the advantage that there was some old equipment, and also some expertise at UTIAS. However, the field also had the disadvantage of there being an extremely well-funded research centre focusing on this field: the Max Planck Institute for Plasma Physics in Garching, outside Munich, Germany. The bar was set very high for any newcomers in this field. In fact, by pursuing laboratory accelerator-based simulation work, Tony's lab – with Tony now partnered with Jim Davis – was in direct competition with the leading scientists in Garching. One of the measures of the success of Tony and Jim's lab is the regular visits of scientists from Garching they hosted over the years. And, importantly, this success was achieved with a very small fraction of the personnel and funding available to that major government lab near Munich.

For four decades now, the experimental group started by Tony has continued to make significant contributions to the understanding of the interactions of high-temperature plasmas with materials. One of his lab's main facilities, the dual-beam accelerator, remains a facility with capabilities unique in the world nearly three decades after it started operation. Fusion materials databases generated by Tony and Jim continue to be used throughout the world fusion effort. Over his career, Tony supervised or co-supervised 40 Masters and 10 PhD theses. His almost 200 research journal papers, mainly co-authored with Jim, have been cited nearly 5000 times.

Tony Haasz was a very warm, kind, and friendly person. He will be missed by his colleagues at UTIAS, many of whom benefitted from his excellent leadership as the director of UTIAS.

Be it further resolved –

> THAT this tribute to Professor and Director Emeritus Anthony (Tony) A. Haasz be inscribed in the minutes of this Council meeting, and that copies be sent to his family as an expression of the respect and gratitude of the members of this Council.

(b) John Warren Senders

The Speaker introduced and welcomed Ann Crichton-Harris and Ivan Jaye, who were attending Council to hear the memorial tribute read in honour of Professor Emeritus John Warren Senders. Ms. Crichton-Harris is John Senders' wife, and Mr. Jaye is his close friend.

Paul Milgram of the Department of Mechanical and Industrial Engineering read the following memorial tribute.

Be it resolved –

> THAT the Council of the Faculty of Applied Science and Engineering record with deep regret the death on February 12, 2019 of Professor Emeritus John Warren Senders.

John Warren Senders, a highly respected pioneer in the field of human factors engineering, passed away due to complications of pneumonia at St. Joseph's Hospital in Toronto, surrounded by members of his loving family, on February 12, 2019, two weeks before his 99th birthday.

Born to Russian immigrant parents on February 26, 1920 in Cambridge, Massachusetts, John was the youngest child, with four older sisters. He grew up in a household of high achievers, where the emphasis was on eclectic intellectual pursuits, fierce family competitions and proper English. (His favourite reading material as a child was the Encyclopaedia Britannica and Popular Science!) With such an origin it is no surprise that his illustrious seven decade long career was consistent in the sense that it was unconventional in almost every way.

With regards to his formal education, John boasted often about having been thrown out of Antioch, a liberal arts college in Ohio, at the end of his first year, purportedly for being "rebellious" (after he refused to take their prescribed math course because he claimed that he already knew the material!). He nevertheless managed to immediately secure employment, first as a test engineer for aircraft generators and then as a production engineer for naval equipment. It was at the latter job that he carried out his first human engineering experiment, in the late 1940's. After marrying his first wife, Virginia Loftus, he was persuaded to enroll in Harvard University (apparently with the third highest grade ever recorded for Harvard's entrance exam), which led to an AB degree in Experimental Psychology in 1948. Fast forwarding 35 years to September 1983 would find John, a full professor in the University of Toronto Department of Industrial Engineering, proudly standing on the podium to defend his Ph.D.

dissertation at the University of Tilburg in the Netherlands. That notable event predated his official retirement from UofT two years later!

John Senders' ground-breaking achievements easily earned him his recognition as a pioneer in the then nascent human factors discipline, which was valiantly struggling to cope with the multitude of problems that were arising as rapid advances in technology failed to take into account its human users. A short list of just some of those early career accomplishments includes his work for the US Air Force (in Ohio) on the visual perception of velocity, on displays and controls, and on pilot eye movements, which in turn led to his research in the Arctic on the effects of low pressure and vibration. This was followed by a period at Honeywell (in Minneapolis), where he worked on control and stabilization issues for aircraft, and eventually for space flight, most notably for the Mercury space programme. His subsequent work at Bolt, Beranek and Newman (in Cambridge, MA) included, among other things, research on information storage and retrieval and digital libraries. His research at that time also led to his seminal application of information theory to visual sampling behaviour, most notably as it pertains to the design of (aircraft) instrument panels and to the task of driving an automobile. The latter eventually led to the visual occlusion paradigm for investigating the attentional demand of visually intensive tasks, an idea that ultimately led to John's being awarded a prestigious Ig Nobel Prize in 2011.

Perhaps inevitably, John Senders finally decided, in his mid-40's, to transition to (more or less) full-time academe. Following seven years of teaching experimental psychology and statistics at Brandeis University, John joined the U of T Department of Industrial Engineering in 1974, where he remained until his formal retirement in 1985. One of the most impactful legacies of that period was John's innovative research on human error, a topic that eventually led to the founding of Canada's Institute for Safe Medication Practices (ISMP), and arguably to the saving of thousands of people in Canada from the adverse effects of medical errors.

In the 34 years since his retirement from UofT, John Senders at various times taught psychology and engineering at the University of Maine, as well as intellectual property law and cognitive science at the Osgoode Hall Law School at York University. (It is not for naught that John was known to many as "professor of everything.") He has also acted as a consultant, on several occasions as an expert witness, as well as an entrepreneur – the latter including his initiative at one point to build a low-head hydroelectric dam on his property in Maine and start a power company!

John Senders' professional achievements are clearly abundant; however, nothing was as important to him as his interactions with the people around him, most importantly his family. He met his wife, Ann Crichton-Harris in 1974, shortly after moving to Toronto, whereupon the two became constant companions for 45 blissful years. John is also survived by five children – Warren, Stefan, Daniel, Abigail and Adam – as well as nine grandchildren.

As a final legacy, and an indication of how much John Senders valued education and respected the students with whom he surrounded himself for most of his life, he was instrumental in 2010 in establishing the John W. Senders Award for an Innovative Medical Device within the Faculty of Applied Science and Engineering.

Be it further resolved –

> THAT this tribute to John Warren Senders be inscribed in the minutes of this Council meeting, and that copies be sent to his family as an expression of the respect and gratitude of the members of this Council.

The Speaker assumed concurrence with these resolutions, and Council stood to observe one minute of silence in honour of Professors Emeriti Anthony (Tony) A. Haasz and John Warren Senders.

11. Service Presentations

(a) Honghi Tran

Grant Allen, chair of the Department of Chemical Engineering and Applied Chemistry, acknowledged and thanked Honghi Tran, who will retire on June 30, 2019. Dean Amon presented Professor Tran with a token of the Faculty's appreciation.

(b) Jun Nogami

Dean Cristina Amon acknowledged and thanked Jun Nogami, who will complete his second term as chair of the Department of Materials Science and Engineering on June 30, 2019, and presented him with a token of the Faculty's appreciation.

(c) Doug Reeve

Dean Cristina Amon acknowledged and thanked Doug Reeve, who completed his eight-year term as founding director of the Troost Institute for Leadership Education in Engineering (ILead) in 2018, and presented him with a token of the Faculty's appreciation.

The Speaker acknowledged Farid Najm, who will be completing his second term as chair of The Edward S. Rogers Sr. Department of Electrical and Computer Engineering on June 30, 2019 and Yu-Ling Cheng, who concluded her nine-year term as founding director of the Centre for Global Engineering (CGEN) in 2018. Professors Najm and Cheng were unable to attend this meeting and will be recognized by Dean Amon at other venues.

12. Discussion Item: Course Evaluations

The following item is for discussion purposes only.

Lisa Romkey, chair of the Teaching Methods and Resources Committee, updated Council on the committee's engagement with course evaluations. She summarized how departments are using course evaluations in PTR and promotion decisions, and discussed the results of some of the key institutional and Faculty questions, such as "question 16" (rate the quality of the instructor as a teacher). She presented results of student focus group on their understanding of "question 16", and announced a survey on course evaluations for instructors that will be conducted this summer to better select a new set of divisional questions for our Faculty.

Professor Romkey suggested that the Teaching Methods and Resources Committee consider aligning some evaluation questions with graduate attributes, which has not been done to date. Although we cannot eliminate institutional questions, we can allow faculty to select more instructor-level questions by reducing the number of divisional questions.

She recommended that the Teaching Methods and Resources Committee work with CTSI to ensure that the evaluation surveys include Faculty-wide questions that reflect our Faculty's priorities of inclusion and equity.

During discussions, a member stated that PTR decisions can be positively or negatively affected by course evaluation results and that it may be difficult to use them in an effective and fair manner. Professor Romkey recommended that the Teaching Methods and Resources Committee develop best practices for our Faculty in this regard. She also offered to attend department meetings to discuss the divisional items.

Professor Romkey confirmed that the university does not support incentivizing students to complete the evaluations, and that CTSI has developed relevant guidelines. It was pointed out that students feel the surveys are too long and are exhausted by having to complete five of them per term.

13. Other Business

The Speaker recognized standing committee chairs who are completing their terms and thanked them for their service to the Faculty.

There was no other business.

14. Date of Next Meeting

The governance calendar for 2019-2020 is being developed and will be distributed to Faculty Council prior to the academic year.

15. Adjournment

The meeting was adjourned at 2:04 p.m.

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