March 30, 2016

Dear Colleagues,

The following is a progress report in response to the External Committee Site Visit Recommendations that emerged from GWPI’s seven year review. I have attached a copy of the reviewer’s recommendations and the response given by me at the time of the review. Also attached is a strategic planning document completed in May, 2015. Progress on each point is presented in turn.

1) The administration of GWPI is admirably lean... Assistant to the Director, Linda Stadig, retired in October 2014 and was replaced in December 2016 by Kiley Rider. Kiley is a Guelph employee shared between the two offices, as previously arranged for Stadig. Kiley spends three days per week in Waterloo and two at Guelph. Among her many skills, Kiley came up to speed quickly, has managed the office efficiently, and has made effective use of internet technology and web design. Staffing has otherwise remained at the same level no action to increase our staffing level has been approved.

2) GWPI should produce a budget The suggested move to provide GWPI a separate budget was rejected by UW’s dean at the time, Terry McMahon. The Graduate Program will continue operating under the budgets of the two departments for the foreseeable future.

3) Evaluate whether the admission process has been adequately resourced...Admissions have been streamlined to some degree, with more efficient transmission of applications for director’s approval. We intend to streamline the process by moving from Sharepoint to On-Base in order to circulate application material to faculty. No additional resources have been allocated.

4) Link room The link rooms remain as they were with no significant upgrades since the External’s report was received. New technology is urgently needed and will hopefully be accommodated in the new budget process.

5) Strategic plan Though not required, a brief strategic plan including several goals was drawn up by the Director in May 2015 despite no new resources allocated to the program. The plan is attached.

6) Building issues Despite urgent need, no new facilities are planned for Physics & Astronomy

7) International students Beyond the IDSA and IMSA top-ups at Waterloo, the Universities have done little to address the need for international students as a vital part of the graduate community. Concern has been expressed that the atmosphere will worsen under Waterloo’s new budget model, potentially at great expense to Physics & Astronomy’s growing international research reputation.

8) Graduate living expenses The Marie Curie Awards enabled by a $500K grant per annum from the Provost’s office temporarily fixed this problem. However, as expenses rise, the Curie’s will be unable to keep pace without funding increases.

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