

**FACULTY OF ENGINEERING
DEAN'S STAFF ADVISORY COMMITTEE**

**Thursday, December 17, 2009
1:30pm- 2:30pm
E2 3324**

Present: Dave Walsh (Chair) Engineering Computing
Adel Sedra, Dean of Engineering
Andrea Piños, Dean of Engineering Office
Andy Barber, Mechanical and Mechatronics Engineering
Bonnie Neglia, Civil and Environmental Engineering
Carol Kendrick, School of Architecture
Julie MacMillan, Management Sciences
Kristen Deckert, Systems Design Engineering
Linda Kenyon, Dean of Engineering Office
Rick Forgett, Engineering Machine Shop
Shabnam Ivkovic, Engineering Undergraduate Office
Wendy Stoneman, Electrical and Computer Engineering
Ralph Dickhout, Chemical Engineering
Tracie Wilkinson, Centre for Business, Entrepreneurship and Technology

MEETING NOTES

I. Report from the Dean

- The Dean thanked committee members whose terms on the committee expire December 31, 2009, for their hard work. He noted that some of the departing members have served on DSAC since its inception.
- The Dean announced that he will serve as a member of the Staff Relations Committee. This committee is co-chaired by Janet Passmore, Associate Provost, Human Resources, and Jesse Rodgers, Past-President, Staff Association.
- i. PDEng Renewal Task Force
 - Following an independent review of the PDEng program, a PDEng Renewal Task Force was struck; this small group, led by Wayne Parker, will work hard over the winter term to develop an action plan. Broad consultation will be carried out and recommendations may be implemented throughout the process rather than waiting until the task force concludes its work. The Dean emphasized the Faculty's commitment to the objectives of the PDEng program and expressed that the program will undergo significant improvements to address the concerns raised by the external reviewers and students.

- ii. Hiring Freeze and Budget Cuts
 - The Dean reported that the hiring freeze will continue. Some mission critical positions have been filled. At this time the provincial government has not made any decisions about tuition fees, grants, etc., (the main sources of university revenue), therefore the system remains in a state of uncertainty. Some committee members expressed concern that some university services are becoming more difficult to access; others wondered if jobs would disappear because some positions have been vacant for a long time. The Dean expressed his commitment to protecting the Faculty's interests and assured committee members that unfilled jobs would not disappear from the Faculty of Engineering. Similarly, the Dean noted that he has not heard of any discussions of lay-offs at the university; there is no contemplation of lay-offs in Engineering. Budget cuts will be dealt with through income sharing funds.
- iii. Financial Crisis in Dubai
 - The Dean commented on the financial crisis in Dubai and its impact on the UAE campus. He noted that the financial crisis in Dubai has had a very minimal impact on the UAE campus for two reasons: 1) UW's partner is the federal Emirates government, not the Dubai government, and 2) a good number of the students enrolled at the UAE campus are from outside of the Emirates.
- iv. Space
 - (i) Engineering 5 and Engineering 6:
 - Engineering 5 is on schedule and on budget; it will open March 2010. Engineering 6 is under construction and is scheduled to open in March 2011. The cost to build Engineering 5 and Engineering 6 is slightly less than \$100M. A third of the cost will be paid for by university sources (from the Centre, the Faculty, and the departments). Another third will be paid for by federal and provincial government funding through the Knowledge Infrastructure Program and incremental money received for expanding the number of graduate students. The final third, \$32M, will be raised privately; at this time the Faculty has raised \$10M of the \$32M.
 - (ii) Quantum/Nano Building:
 - The Quantum/Nano building is scheduled to open at the end of Fall 2011. The costs of the Quantum/Nano building have been paid for by two major gifts totaling \$15M, combined with a mortgage taken by the University that will be repaid by the revenue the program brings in.

II. DSAC membership for 2010

- DSAC membership for 2010 was reported to the committee.

III. Best communication practices

- Various methods of communication practices were discussed. The regular use of department and team meetings as a communication tool varies greatly across the departments and academic support units. Some have regularly scheduled formal meetings, some meet sporadically; others do not meet at all. One committee member expressed the importance of her department's coffee room; it serves as

an informal gathering place for both faculty and staff (technical and administrative).

ACTION: Committee members will summarize best communication practices within their departments and send them to L. Kenyon.

- Following the meeting, L. Kenyon summarized best communication practices for the Faculty as identified by the committee:

Best Practice 1: The Department Head should encourage regularly scheduled team meetings to improve communication between staff members. Department Heads should also encourage the participation of all members of the department in regularly scheduled department meetings to strengthen communication between staff and faculty, and administrative and technical staff. Communication between various groups within a department is just as important as communication within the groups.

Best Practice 2: Each Department should have an informal gathering place, such as a coffee room, to encourage communication between all members of a department.

IV. Other Business

- None

Meeting adjourned at 2:30pm. The next meeting is Friday, January 22, 2010 at 10:00am.