

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

**Monday, October 19, 2009
9 – 10am
E2 3324**

Present: Adel Sedra, Dean of Engineering
Andrea Piños, Dean of Engineering Office
Andy Barber, Mechanical and Mechatronics Engineering
Carol Kendrick, School of Architecture
Dave Walsh (Chair) Engineering Computing
Julie MacMillan, Management Sciences
Kristen Deckert, Systems Design Engineering
Linda Kenyon, Dean of Engineering Office
Murray Zink (Shabnam Ivkovic), Engineering Undergraduate Office
Ralph Dickhout, Chemical Engineering
Breeann Doom (for Wendy Stoneman), Electrical and Computer Engineering

Regrets: Bonnie Neglia, Civil and Environmental Engineering
Rick Forgett, Engineering Machine Shop
Shabnam Ivkovic, Engineering Undergraduate Office
Tracie Wilkinson, Centre for Business, Entrepreneurship and Technology
Wendy Stoneman, Electrical and Computer Engineering

MEETING NOTES

I. Report from the Dean

- A. Sedra reported that he has discussed the importance of staff training with department chairs and associate deans. He has encouraged them to talk to faculty members who hire technical staff from research grants and encourage them to make appropriate training opportunities available to them. The Dean also discussed the departments' responsibility to provide training opportunities for technical staff paid from operating. He put forward DSAC's suggestion that technical staff across the faculty may have similar training needs, and that it may make sense to offer faculty-wide training sessions. The chairs and associate deans have been encouraged to identify specific training needs of technical staff in their area and report these to the Dean.

Action: Members of DSAC to encourage technical staff in their area to approach their chair or associate dean and discuss training needs.

- A. Sedra reported on that the PDEng report has now been received and reviewed by the Dean. He will post it on the web and provide students with the opportunity to comment on the report, allowing them 5 weeks to do so as they have requested. In the meantime, in consultation with Wayne Loucks and Carolyn MacGregor, the Dean will begin to address the problems outlined in the report.

II. NCDEAS Resources Survey

- A. Sedra provided background on the National Council of Deans of Engineering and Applied Sciences resources survey. Waterloo Engineering had a hand in redesigning the report, which provides the opportunity for engineering schools across Canada to compare data. The Dean pointed out that Waterloo is the largest engineering school in the country and grants an above-average number of undergraduate degrees per faculty member.
- In terms of faculty/staff ratios, Waterloo is exactly in line with other engineering schools in Canada at .8 FTE staff per FTE faculty.

Action: L. Kenyon to calculate staff/student ratio at Waterloo in comparison to other engineering schools.

- A. Sedra noted that the University of Waterloo Annual Performance Indicators Report provides stats on faculty/staff ratios.

Action: L. Kenyon to email the link to the PI report to committee members.

III. Working environment

- Committee members were asked what concrete steps could be taken to improve the working environment for staff in their area. The following suggestions were put forward:
 - Apply policy regarding overtime uniformly within departments and perhaps across the Faculty as a whole. (See Policy 16—Overtime, University Support Staff). Different managers interpret the policy differently, especially as regards time off in lieu of payment. The committee discussed the possibility of developing a set of guidelines for Engineering.

Action: Members of the committee will gather information on practices and policies regarding the tracking and granting of lieu time in their area.

- Improve communication with staff. Regular staff meetings and more frequent individual meetings with supervisors were suggested as ways of addressing staff concerns and dealing with workload issues.
- Improved communication between supervisors would help ensure uniform practices.

Action: DSAC members to assess communication with staff in their area and come to the next meeting with suggestions for improvement.

- Address infrastructure problems. Updating paint and replacing worn out furniture and dated computer equipment would improve the working environment in some areas. Technical staff in particular are often tucked into out-of-the-way corners and provided with outdated equipment.

Action: The new buildings will address some of these issues, but DSAC members are to encourage staff to bring their space and equipment needs to the attention of their supervisor.

IV. Security and safety

- Deferred to a future meeting.

Meeting adjourned at 10:20am. The next meeting is Monday, November 16, 2009.