

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

**Thursday, September 24, 2009  
9 – 11am  
E2 3324**

- Present:** Adel Sedra, Dean of Engineering  
Andrea Piños, Dean of Engineering Office  
Bonnie Neglia, Civil and Environmental 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  
Rick Forgett, Engineering Machine Shop  
Shabnam Ivkovic, Engineering Undergraduate Office  
Tracie Wilkinson, Centre for Business, Entrepreneurship and Technology  
Wendy Stoneman, Electrical and Computer Engineering
- Regrets:** Andy Barber, Mechanical and Mechatronics Engineering  
Ralph Dickhout, Chemical Engineering
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**MEETING NOTES**

**I. Report from the Dean**

- Back from a year's sabbatical, A. Sedra reminded the committee that the purpose of DSAC is to provide an opportunity for two-way communication between the Dean and staff in the Faculty of Engineering.
- A. Sedra reported on the following:
  - **Undergraduate studies:** Waterloo Engineering is doing extremely well in attracting good students from Ontario but not as well in attracting students nationally and internationally.
  - All programs met and some exceeded targets; we should be right on target by November 1.
  - The quality of incoming students as measured by entering grade average remains high.
  - We are not making much progress on the number of women in the incoming class; the number remains steady. This is a North American-wide phenomena. Mary Wells, our Associate Dean, Outreach is addressing this problem.

- A review of PDEng was conducted over the summer by a team of external reviewers. Their report is due any day. The Dean has committed to make the report public and will invite comment, then A. Sedra and W. Loucks, Associate Dean, Undergraduate Studies will implement the measures required to improve PDEng.
- **Graduate studies:** Numbers are good but not spectacular. There may be no growth this year, which would have generated much-needed base budget and capital funds.
- **Research:** We are doing very well in terms of research and expect to reach our Vision 2010 goals. We have nearly doubled the amount of external research funding, from \$27 million in 2005 to over \$50 million this year.
- **Faculty and staff:** Hiring has been slowed by the downturn in the economy and the hiring freeze at UW, though it has continued for new programs.
- **Physical infrastructure:** The picture is very bright in terms of buildings. The new Quantum Nano Centre, half of which will house nanotechnology activity in Engineering, will be completed in late 2010 or early 2011. Engineering 5 will open its doors in March 2010, on time and on budget, adding 150,000 square feet of new space. Ground will be broken for Engineering 6 today, which will add another 120,000 square feet of space for Chemical Engineering. Space vacated by Chem in the Doug Wright Engineering building will be renovated for Civil and Environmental Engineering. The priority now is to raise the remaining funds for the new buildings and renovations.
- **Administrative changes:** UW has a new provost, Feridun Hamdullahpur, a professor in Mechanical and Mechatronics Engineering.
- The University also has a new Associate Provost, Human Resources—Janet Passmore

**Action:** L. Kenyon to invite Janet Passmore to attend a DSAC meeting this fall.

- Peter Douglas is serving as Campus Director in Dubai for a year. Beth Jewkes will be Acting Associate Dean of Computing in his absence and Rick Culham will serve as Acting Associate Dean of Graduate Studies and International Agreements.

## II. Priorities for 2009-10

- D. Walsh provided an overview of the committee's activities in 2008-09
  - Staff training was the main focus
- Working environment will be the next area of focus
- Workload was the first topic of discussion. The difficulty of assessing workload was identified.

**Action:** L. Kenyon to compile stats on staff ratios by department.

- Stats on number of staff members on stress leave and number of staff members accessing EAP were suggested as possible measures of workload issues

**Action:** L. Kenyon to contact HR for advice on assessing stress levels for staff.

- The following best practices for building staff morale and team building were identified:
  - Golf tournaments
  - Staff pizza lunches
  - Bowling parties
  - Pot luck dinners
  - Christmas parties
  - Barbecues
- Open communication was identified as essential to team building

**Action:** Committee members to talk to colleagues about workload, stress, and communication issues and provide a report at the next meeting.

**Action:** A. Sedra to discuss staff workload, stress, and communication issues with Chairs and Associate Deans.

- Security and safety were discussed briefly, including the role of police services in preventing problems.

**Action:** L. Kenyon to invite a representative of police services to a future DSAC meeting.

### III. Beyond 2010

- A. Sedra reported that Engineering will be deferring the development of a new strategic plan in order to allow a review of what has been accomplished and what remains to be done. The Dean noted that the new Provost may want to initiate a university-wide planning process.
- The review process will involve faculty, staff and students.
- The focus on the new plan will be improving the quality of everything we do, of improving the experience of everyone who works or studies here.

### IV. Staff training

- The committee agreed to add the following to the staff training web page which is being developed:
  - Links to staff training opportunities identified by the committee
  - A link to Policy 18 which specifies that staff are entitled to up to 30 hours annually to pursue courses offered by the Department of Organizational & Human Development
  - A link to the Staff Association web page
  - A set of staff training guidelines

**Action:** L. Kenyon to oversee development of staff training website.

**Action:** Once website is complete, L. Kenyon to suggest an Eng-e-news article on the website.

*Meeting adjourned at 10:55am. The next meeting is October 19, 2009.*