

Faculty of Engineering  
Dean's Staff Advisory Committee

Wednesday, November 17, 2011  
1:30 – 3:00 p.m  
E2 – 3324

Present: Adel Sedra, Dean of Engineering  
Breean Doom, Electrical & Computer Engineering  
Kristen Deckert, Systems Design Engineering  
Mike Hurst, Engineering Computing  
Jonathan Woodcock, Dean of Engineering Office  
Carol Kendrick, School of Architecture  
Rina Salazar, Civil & Environmental Engineering  
Phil Bezaire, Engineering Undergraduate Office  
Bert Habicher, Chemical Engineering  
Charlie Boyle, Engineering Machine Shop  
Bev Rodgers (Chair), Management Sciences  
Robert Wagner (Vice Chair), Mechanical & Mechatronics Engineering

Regrets: Tracie Wilkinson, CBET  
Linda Kenyon, Dean of Engineering Office

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Meeting Notes

## II. DSAC Membership for 2011

- New members to the DSAC were introduced:
  - Jonathan Woodcock, Dean of Engineering Office
  - Rina Salazar, Civil and Environmental Engineering
  - Phil Bezaire, Engineering Undergraduate Office
  - Robert Wagner, Mechanical & Mechatronics Engineering

### I. Report from the Dean

- a) **EFC:** Janet Passmore from Human Resources gave a presentation to EFC about the changes being made in the operation of HR. She is interested in visiting with DSAC so will be invited to the January meeting.
- b) **Planning:** Martha Foulds has received feedback from Staff regarding the next Faculty Planning exercise. The Dean would like to hold a Town Hall meeting for Engineering Staff early in the new year. The process to be followed and timelines for the Plan will be discussed. Questions will also be accepted ahead of time. The Dean would like the Chair of DSAC to be involved in making the Town Hall arrangements.

- c) **Space:** The next big space project will be the major renovation of DWE. Work will be started once DWE is vacated when E6 is ready. This renovation will be a major re-build. The ultimate occupants of DWE will be Civil and Environmental Engineering.
- d) **Undergraduate Students:** The final number of first year students is now in and a decision on targets for next year has to be made as we have 1500 first years. In the new plan we need to attend to the issue of student attrition. We don't have a good grasp on what happens between first year and graduation other than we tend to lose quite a few. The new UW Student Success Office is now open.
- e) **Human Resources:** the EFC presentation by Janet Passmore indicated that HR was transitioning from an administrator role to a strategic role. This is supposed to streamline the processes of hiring, etc. There was a large back log of re-classification requests but it is gradually getting cleared. Janet explained that they will shift from a policing mentality to one of enabling. When Janet visits DSAC more questions can be asked.

### III. Next Strategic Plan – Staff Priorities

- Feed back received through DSAC which will be fed into the planning process. Comments from staff are still welcomed.
- The plan will take approximately a year to complete. A self study will be done by the end of January and then reviewed. When the final plan is complete three external reviewers will look at it. Hopefully the plan will be in place by the fall of 2011.
- The plan for 2015 will have more measures and performance indicators.
- The aspiration of the plan is for Engineering to be in demand for undergrad and grad students, employers, staff and faculty.
- We need to improve the quality of teaching in general and do a better job of running labs and tutorials. Teaching and research should work together.
- Retention is a priority in the plan. A task force was created to look into the problem and new things are now being done to resolve it. There may be more flexibility for first years with regards to course load.

### IV. Guest Speakers

- Janet Passmore – January 2011
- Employee Assistance Program Rep. re: Services available.
- Centre for Career Action Rep.
- Staff Association Rep. to speak about the Staff Initiative Fund.

### V. Other Business

- It was asked if Martha's memo regarding staff priorities for the next plan would be posted on the DSAC web site.
- Since the DSAC meeting, we can report that Martha has advised that a planning web site will be established and her memo will be posted there as part of the consultation documents.
- Sue Gooding to be consulted about the progress, or lack thereof, of work being done in the shop lounge in E3.

Meeting adjourned at 2:40.