

Faculty of Engineering  
Dean's Staff Advisory Committee  
Monday, September 26, 2011  
3:00 – 4:30 p.m.

## MINUTES

Present: Breean Doom, Linda Kenyon, Bev Rodgers, Mike Hurst, Adel Sedra, Robert Wagner, Carol Kendrick, Charlie Boyle, Kristen Deckert, Bert Habicher, Jonathan Woodcock, Rina Salazar, Alison Gelata, Sue Nelson (Secretary)

Regrets: Phil Bezaire

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### I. Welcome new member

The Chair welcomed the new representative for CBET: Alison Gelata.

### II. Report from the Dean

- The Dean wished to acknowledge the hard work of staff members who supported the work of the Dean and Department Chairs to increase the number of graduate student offers and acceptances to Canadian and Permanent Residents. The efforts of everyone resulted in a substantial improvement in our numbers which also impacts on our budget.
- The 50 Grads Weekend, a new initiative to recruit Canadian graduate students, will be held on the weekend of November 3-6, 2011. The weekend is intended to introduce potential students to Waterloo Engineering and the city through tours, meetings with faculty and visits to local companies.
- The official opening of E6 is scheduled for October 28, 2011. Staff and Faculty continue to move in to the new space.
- Martha Nelson has been hired to the position of Director of Advancement and will start on October 3, 2011.
- The UAE campus, now in its third year, continues to grow from 22 students in 2009 to 98 new students for 2011. The 15 remaining students from the 2009 cohort have completed two years in Dubai and will come to Waterloo for their next academic term in winter 2012. 11 of these students chose to complete their second work term in Canada during the fall 2011 term to gain some Canadian experience. The Dean will be visiting the UAE campus in November.
- An invitation has been sent to all staff and faculty from the President to participate in the Mid Cycle Review of the 6<sup>th</sup> Decade Plan. He will engage in discussions with all sectors of the university and external people. The President is meeting with the leadership of the Faculty of Engineering on October 4, 2011. The Engineering planning process that started several months ago will continue.  
Information about the review is available on the web: <http://midcyclereview.uwaterloo.ca/>

### III. Vision 2015

- Draft plans have been submitted by all departments and the Associate Deans. External assessment has been completed for three of the departments. The other three will be externally assessed in October.

- The final plan for the faculty will be compiled in December. It will include an agreement between the departments and the Dean regarding their respective responsibilities to implement the plan. It will include clear objectives that can be measured and reviewed annually. The annual reviews will determine if changes in direction are necessary to adapt to changing environments. Two external assessors will be brought in to assess the overall plan once it is finalized.
- DSAC's feedback on the plan will be sought in January with the possibility of holding a town hall meeting.

#### **IV. IT Changes**

- The IT Task force identified a significant amount of duplication for email and active directory services.
- Email services and active directories will now be managed by IST. NEXUS is being adopted university wide. As of January 1, 2012 everyone must be moved to Connect from department email services. Emails for engmail server will continue to be forwarded and used for mailing lists.
- Engineering computing has improved client services with the implementation of a dedicated extension for faculty and staff to report problems. An announcement poster has been distributed.

#### **V. Service and Performance Excellence**

- With input from the DSAC representatives a summary of service and performance recognition was prepared to determine best practices across Engineering departments.
- The summary reflected that a standard practice of recognition other than the annual performance review does not exist.
- Years of service milestones are important to recognize.
- Recognition for outstanding performance is more difficult as the process is tied to the annual performance review and the salary increase system. Appeals have been made to the centre concerning the problems with the salary increase system which the Dean will raise again at Executive Council.
- The Department of Finance does not allow gift expenses for staff.

#### **VI. Other Business**

- L. Kenyon confirmed that the Office of Human Development does hold orientation sessions for new staff members once per term.
- The term for six DSAC members will expire as of December 31, 2011. L. Kenyon will be contacting the respective department Chairs to advise them of the need to appoint a new representative.

Adjourned at 4:30