

FACULTY OF ENGINEERING
DEAN'S STAFF ADVISORY COMMITTEE

Friday, February 17, 2012

3 – 4:30pm

CPH 2371

Minutes

Present: Robert Wagner (Chair), Liz Bevan, Carmen Caradima, Kristen Deckert, Linda Kenyon, Robert Kraemer, Stephanie Massel, Mat Oliver, Bev Rodgers, Adel Sedra, Stephen Sempson, Sue Nelson (Secretary)

Regrets: Phil Bezaire, Jonathan Woodcock, Rina Salazar

I. Welcome New Members

- The six new members of the committee were recognized and roundtable introductions were made.

II. Report from the Dean

- Pearl Sullivan will begin her term as Dean on July 1, 2012.

Vision 2015 Plan:

- The draft final plan is almost complete. Two external assessors will visit from April 18 - 20 to conduct a review. A meeting with the DSAC members will be scheduled with the assessors.
- The plan will be published at the beginning of May and will be the blueprint for the next few years.
- Annual reviews will be conducted to assess accomplishments, re-assess direction if necessary to take advantage of new opportunities.
- The plan includes sections for faculty and staff and a plan implementation agreement for each department with specific goals and action items.
- Two Plan items have already been acted upon: Prof. Gord Stublely has been appointed to the new position of Associate Dean Teaching and investments have been made to upgrade undergrad labs.

Buildings:

- The Quantum-Nano centre will be ready in May. Nano students will attend classes there in September and researchers will move in over the summer. The official opening will be held on September 25, 2012.
- DWE C-Wing renovations have started and should be complete by January 2013.

Applications for fall 2012:

- The number of applicants has increased over last year in all categories. 28% of applicants to engineering schools in Ontario made Waterloo their first choice.
- Grad recruitment efforts will be more focused to increase the number of grad students as CPR target were not met last year.

Financial Situation:

- Waterloo is in good shape in comparison to other universities.
- Endowments have recovered close to book value.
- The Provincial budget will affect our financial position. The government is currently recommending a 1% increase.
- Tuition fees for engineering will increase 5%. Recommending a 5% increase for the MEng program and 3% for the other grad programs but has not been finalized yet.
- Fundraising activities will continue.

III. Vision 2015 Staff Town Hall

- A Staff Town Hall is scheduled for Thursday, March 22, from noon-1:30 pm in EIT 3142. Lunch will be provided.
- The Dean will present the final draft version of the faculty's Vision 2015 plan. This is an opportunity for staff to provide feedback prior to the External Assessor visit and publication of the final plan.
- An invitation will be sent to all staff.

IV. Performance Appraisals

- The process for the completion of performance appraisals will be the same as in prior years.
- This year Managers will be inputting rate data into the HR system.
- Information is available on the HR website to assist those completing performance appraisals.
- Performance appraisals are to be completed by March 10, rate data must be input by March 15 and the hard copies are due in HR by March 22.

V. Guest Speakers

- Michelle Hollis from HR will be invited to the March meeting to discuss the Hay System and the new format for job descriptions.

Other Possibilities:

- OHD Staff
- Safety Office re: new legislation on harassment.

VI. Other Business

- There is a need for appropriate lounge space for faculty and staff.
- Some space is being introduced in new buildings but is not enough.
- With the reconfiguring of E2 – 4403/04 into grad student space there is no longer any faculty/staff lounge space in E2, E3 or CPH.
- This is an issue to be considered more closely.

Adjourned at 4:10

S. Nelson
Recording Secretary