

Report of the Associate Dean, Undergraduate Studies to Environment Faculty Council, 2022-23

The portfolio of the ADUG encompasses recruitment, admissions, student engagement, curriculum, petitions, academic integrity, non-academic discipline and all manner of undergraduate operations including scholarship and valedictorian selection, international exchanges and other internationalization activities, and the administration of student course perception surveys, and scheduling and staffing of ENVS courses. All of this work would not be possible without a team that clearly punches above their weight. This past year has been one of tremendous turnover in most of the positions. This report serves as a quick “who’s who” in Environment’s undergraduate studies team. This team includes both Dean of Environment staff and Academic Support Unit (ASU) employees who work closely with our team. Below are the most frequent – but by no means all! – contributors to the undergraduate team. ASU employees are marked with an asterisk, direct and indirect reports to the ADUG are underlined.

Associate Dean, Undergraduate Studies: Brendon Larson (until June 2022); Johanna Wandel (since July 2022)

Undergraduate Operations Manager: Carol Knipe

Exchange and Undergraduate Operations Coordinator: Jaime Fohkens (until September 2022); Dana Elrick (September 2022-February 2023); Jazmyn Hughes (since March 2023)

Student Transitions and Engagement Officer: Jaime Fohkens (October 2022-February 2023); Dana Elrick (since February 2023)

Recruitment Co-ordinator: Graham Barnes (until December 2022); Jaime Fohkens (since February 2023)

Marketing and Undergraduate Recruitment Specialist*: Amanda St. Marie (until February 2023), Alex Shave (since April 2023)

Recruitment Co-op students: Kayla Marsh (Spring 2022), Samantha Terry (Fall 2022 plus casual work Winter 2023), Hannah Brunelle and Riva Hadi (Winter 2023)

Envigorate Co-op Student: Riley MacArthur (Winter 2023)

The Undergraduate Ambassador team: 54 undergraduate volunteer students who share their experiences at Open House events. Ambassadors receive training and develop teamwork, public speaking, event planning and marketing skills. The Recruitment Coordinator hires and trains Ambassadors.

The Environment Peer Mentors: 14 paid upper-year students to help incoming first-year students with their transition to the University of Waterloo

The O-Team and Orientation Leaders: four paid O-team members plus 24 volunteers to run Orientation.

Co-op Faculty Relations Manager, Environment*: Scott Davis (until June 2022); Kathryn Fedy (since July 2022)

Registrar’s Office*: Andre Jardin (Associate Registrar, Admissions) and Gwen Graper (Assistant Registrar, Admissions, until Spring 2022)/Rhea Johnson (Assistant Registrar, Admissions, since Spring 2022)

Student Success Office Faculty Relations Manager*: Priscila Carrara

Environment Petitions Committee: Michele Coulombe* (Assistant Registrar, Admissions, until March 2023), Linda Bloos* (Records Coordinator), plus all of the associate chairs/directors undergrad in Environment who take turns on the committee.

The Teaching Fellow: Christy Barbeau, who has taken the lead on all things teaching-related with some very heavy lifting on student engagement.

Coordinator, International Education and 2+2 Programs: Fulu Mao

Mike Wood assumed his role as **Associate Dean, Work-Integrated Learning** in February 2023, and has taken on primary responsibility for the petitions committee since then (no small feat; this committee manages well over 200 petitions per year). Kathryn Fedy now works primarily with Mike Wood, though she has also been contributing to our recruitment efforts.

Additionally, the work of the undergraduate team would not be possible without sustained effort from all five associate chairs/directors and many faculty volunteers at recruitment events and with engagement activities. All of the undergraduate advisors are key to the smooth operation of undergraduate studies within their units. Some of the more challenging files managed by our team require frequent input from the Secretariat, multiple staff from the Registrar’s Office, Counselling Services, Housing, AccessAbility Services, and Campus Constable Services. Operations have at times relied on the help of the Quality Assurance Office, the Office of Academic Integrity, Waterloo International, the Secretariat, the Associate Vice President Academic and his team, other Associate Deans across campus, and Science Computing (which runs the VIF system and Outline).

Undergraduate Studies at a Glance

Student numbers reflect active students taking courses. In Fall 2022, by plan, across all years; variations form term to term are largely due to co-op work terms.

	Spring 2022	Fall 2022	Winter 2023
Planning	362	603	591
Environment and Business	301	439	469
International Development	17	39	38
Environment, Resources and Sustainability	205	332	313
Knowledge Integration	18	91	91
Geography and Aviation	89	187	183
GEM Plans	168	259	236
Geomatics	143	202	193
Climate and Environmental Change	-	11	11
Totals	1303	2163	2125

Highlights from 2022-2023

Recruitment: The 2022 cycle had 528 students confirmed (target 477) by July 8, 2022. Of these 449 were domestic (target: 450) and 79 international (target: 51). We always lose some students between confirmation and Nov. 1, the provincial “count” date for grant revenue. By Nov. 1, we had 462 (419 domestic + 43 international) new first students enrolled, plus a further 39 (38 domestic, 1 international) in the Bachelor of Sustainability and Financial Management (BSFM), which is shared with the Faculty of Arts.

Under the leadership of Amanda St. Marie, Environment produced both tactical and strategic recruitment plans. These highlight the **key events** managed by members including the Ontario Universities Fair, the Fall Open House, Grade 10 Family Night, March Break Open House, and You@Waterloo Day. Additionally, the team manages faculty tours, the admitted students’ campaign (the “warm fuzzies”, texting/calling campaigns and ThankYou videos, and contributes to our web presence, print materials, and social media. In 2022-23, we continued to offer some virtual events for prospective students. For this cycle, we focused on targeted print materials highlighting sample co-op jobs for each program (thank you to Kathryn Fedy and her team and Amanda St. Marie for these).

Outreach: Our recruitment activities are primarily focused on grade 11 and 12 high school students, who are about to engage with or engaging with the university application process. However, interest in Environment can be enhanced through outreach activities with these and younger students. For a number of years, GEM has worked with a co-op student who spent time in high schools. With the addition of the Student Transitions and Engagement Position, we are able to add some modest outreach to the Recruitment Coordinator’s portfolio. In Fall 2022, Graham Barnes worked on the “Experience Environment” pilot (bringing select high schools students to campus for targeted workshops). Unfortunately, this pilot had to be cancelled due to OPSEU strike action. We plan to build on Graham’s initial work in 2023.

Until 2023, the Ecology Lab hosted a significant outreach event, Envirothon, targeted at students interested in ecology. The event moved online during the pandemic. With the return to in-person programming in 2023, Envirothon moved to the Recruitment Coordinator moved to SERS (Christy Barbeau lead) with some assists from the Recruitment Coordinator and the recruitment co-op students. Similarly, GEM hosted a group of Waterloo Region District School Board (WRDSB) geography teachers to showcase geomatics opportunities, with minor assists from the recruitment co-op students. Finally, Johanna Wandel was involved in Walter Bean programming, we visited two regional high schools and the Ontario Science Centre for high-school targeted Walter Bean programming featuring themes from environment. Many of these events are not primarily led by the ADUG team, but we are happy to help in any way we can as we build out more outreach programming.

Transitions: In Fall 2022, we created the Student Transitions and Engagement Officer. Jaime Fohkens and now Dana Elrick are the face of Environment for incoming students. In this capacity, Dana recruits, trains and manages the Environment peer mentors, who each work with a group of incoming students in their programs though both Microsoft Teams and in-person when they come to campus. The peer mentorship program pre-dates the Student Transitions and Engagement Officer; in the coming cycle, Dana will continue to support incoming students including liaising with housing and other ASUs as needed. 2022 was marked by some visa processing delays, and the Associate Chairs and Associate Deans worked closely with admission and housing to ensure that we connected with every single incoming student and

supported them in their individual situation. While we do not expect this situation to repeat, Dana will manage these communications in this and future cycles.

In 2022, Environment's contributions to WaterlooReady and Orientation were managed by Graham Barnes; going forward, this responsibility will be shouldered by Dana Elrick in her capacity as Student Transitions and Engagement Officer.

The Student Transitions and Engagement Officer is responsible for non-academic first-year advising. This ranges from student success advice (working collaboratively with the Student Success Office) to crisis management (often by engaging Counselling Services) and classroom visits to explain new processes such as the 48 hour short term absence and Covid illness self-declarations.

Engagement: With the addition of the Student Transition and Engagement Officer, we have been able to establish student society connections, and are working on strengthening these. Dana Elrick organizes a student leadership breakfast every term. Additionally, she has taken on the peer mentorship program, which additionally serves as a way to connect with existing Environment students.

Envigorate, Environment's student festival, is organized by graduate students with the help of a co-op student. Until 2023, the co-op student was hired, trained and housed in the Ecology Lab. This has now transitioned to our team, and Riley MacArthur joined our small but mighty co-op team.

Exchanges: 2022-23 marked the return of physical mobility as the dominant exchange mode for undergraduate students. While we continued to host exchange students virtually and some small numbers of students joined us on the Waterloo campus before this year, we are now seeing significant numbers of students travelling again. In the past year, 37 Environment students from all of our programs except Geography and Aviation and Climate and Environmental Change spent terms abroad in Australia, China, Denmark, Finland, Ireland, Korea, the Netherlands, Norway, Singapore, Spain, Sweden, Switzerland and the United Kingdom. These numbers are in-line with pre-pandemic levels.

The Undergraduate Exchange Coordinator helps facilitate these exchanges, with significant effort devoted to figuring out academic equivalencies for incoming and outbound students. If there is no precedent for a course, Jazmyn Hughes will reach out to associate chairs of units where the course might fit!

Co-op transitioned to Mike Wood in February 2023, and is captured in his report.

Undergraduate Operations

Curriculum: In July and December, the Undergraduate Studies Committee (UGSC) meets to discuss and approve all curricular changes in Environment. UGSC is a standing committee of Environment Faculty Council with the charge to provide general academic oversight on curricula, courses, academic policies and standards, admissions, the core curriculum and calendar changes for the faculty. It consists of all the associate chairs/directors undergrad, undergraduate operations staff (Carol Knipe and Jazmyn Hughes) and has student society and registrar's office (admissions) and co-op reps. The ADUG sits at the corresponding university-level tables (RO Policy, Admissions Leaders, Senate Undergraduate Council) and brings relevant university-level items to this body. Similarly, associate chairs/directors bring unit-level curriculum changes to UGSC for the next step in the governance path.

Academic Integrity: The ADUG is responsible for Policy 71(Student Discipline). This includes academic and non-academic discipline. In 2022-23, the vast majority of our cases were academic integrity cases. Every case involves significant work on the part of Carol Knipe, who manages all communications and reporting for cases we are able to pursue. In the past year, we pursued 129 actionable cases, with outcomes ranging from letters of reprimand to suspension. In addition to the actionable cases, we have many more cases where we cannot pursue the allegation even if we suspect academic integrity violations – and these have been increasing exponentially with the introduction of generative AI (e.g. ChatGPT), with more complicated and less conclusive investigations. This is a rapidly evolving space, and we expect that all instructors will be negotiating it in the coming years.

Procedures: The use of *Outline* for the creation of course outlines has been mandatory for Environment instructors since Winter 2022. We are the first faculty to adopt it, and have almost full compliance now. We consider this a tremendous improvement for compliance with the mandatory elements and boilerplate as well as accessibility, and it has saved many emails as we can quickly pull some details for a course as we need it.

In Fall 2022, we changed our verification of illness process to vif.uwaterloo.ca (a tool brought to you by the makers of *Outline*!) VIF captures both self-declared absences and absences requiring documentation in one place, and has already proven a valuable tool for flagging students who may need extra support. Fall 2022 also marked the introduction of the 48-hour short term absence pilot. While the launch of the pilot in the middle of term was less than ideal, the pilot is extended to continue for at least another year.

Carol Knipe is the keeper of much of what makes Environment work, including administering student course perception surveys, being a primary point of contact for chasing down missing grades, troubleshooting scheduling (which is largely done at the unit level, but the ADUG is involved with past-deadline changes), and managing Environment non-degree students and particularly challenging student files. A significant portion of Carol's week is devoted to the petitions committee, which, since February 2023, is now chaired by Mike Wood.