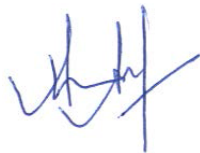# Internal Memorandum

To:	M. Catherine Bolton, Vice-Provost, Teaching and Learning
From:	Amir Asif, Dean, Faculty of Engineering and Computer Science
Date:	May 15, 2015
Re:	Implementation Plan for Department of Electrical and Computer Engineering

Dear Dr. Bolton,

Please find enclosed the finalized Implementation Plan for the Department of Electrical and Computer Engineering as part of the academic appraisal process in the Faculty of Engineering and Computer Science. This Plan was duly discussed with the Department Chair, Prof. Bill Lynch.

As mentioned in the Concordia University Academic Program Appraisals Manual, 5th edition revised, the Faculty and Department will follow-up on this Plan in two years when prompted by your office.

Sincerely,

Amir Asif
Dean
Faculty of Engineering and Science

cc. Prof. Bill Lynch, Chair, Department of Electrical and Computer Engineering

Dean's Implementation Plan: Department of Electrical and Computer Engineering

Submitted May 5, 2015

Recommendation	Prioritized timeline for completion	Responsibility (specify if possible)	Resources required?	Dean's additional comments
DAC-1: Students who chose to apply for BEng COEN or ELEC as first-choice do not choose Concordia as their university. These students should be followed-up by phone or other measures.	ongoing	ECE, ENCS, and Registrar Office	None	ENCS will work with the Registrar Office to follow up with phone calls to accepted students to attract them to Concordia.
DAC-2: Increase female students by reaching out to CEGEPs, other provinces, and internationally.	ongoing	ENCS with support from all ENCS units.	Some additional courses may need to be designed and offered	ENCS with help ECE coordinate outreach activities targeted to attract more female students into engineering and computer sciene programs
DAC-3: Increase percentage of international and out-of-province students to increase enrollments, by reaching out to different countries and provinces schools/school boards.	Fall 2016	University Recruitment Officer, Registrar Office, ENCS Recruitment Officer, with support from all ENCS units.	Time	With support from the Registrar's office, the Faculty Recruitmet Officer will coordinate ativities to recruit out-of-province andinternational students.
DAC-4: Increase retention rate by providing measures to improve teaching at first-year courses.	Fall 2016	ENCS with support from all ENCS units.	Limited funds fororganizing activities targeted towards improving retention.	ENCS will consider forming a new coordinating committee to oversee engineering core courses.
DAC-5: Increase providing upfront help to poor-rating students in 200-level courses to increase retention rate. Expand tutor support for the 200-level (first-year) courses.	ongoing	ENCS with support from all ENCS units.	Additional TA support needed to expand tutor support.	1. University is building a math center for students who find 200-level math courses difficult. 2. A computer lab is being adapted for quizes and exams and this may be of use in the ECE programming methodology courses. 3. ENCS encourages use of tutorials to engage students and improve attendance.
DAC-6: Comprehensive overview of UG program. Restructure 'Options' or maybe not include any options. Improving the reputation of our Co-op program by having more control by the department.	Fall 2016	ECE	Time of faculty members	1.ENCS encourages ECE to continue its practice of a regular review and revision of the options in Electrical Engineering and in Computer Engineering. 2. ECE is encouraged to review the course offerings to establish an appropriate balance between undergraduate electives (which are often cross-listed) and graduate courses to make best use of the available teaching resources. 3.ECE is encouraged to work more closely with the Institute of Cooperative Education.
DAC-7: Measures should be taken to reach out local universities and industry to promote Master level admissions to ECE department.	ongoing	ECE and ENCS	Cost for outrearch material to be designed, printed, and distributed	1.ECE's Industrial Advisory Board can be engaged to promote masters-level study by students in industry. 2.ENCS will provide support to ECE to prepare outreach material for advertising the undergraduate and graduate programs.
DAC-8: More labs and projects should be added to MEng graduate program to attract practicing engineers.	ongoing	ECE and ENCS	Limited funds for introducing labs and projects can be made available.	ENCS encourages ECE to include labs and projects as well as examinations as components of the grade in graduate courses.

Recommendation	Prioritized timeline for completion	Responsibility (specify if possible)	Resources required?	Dean's additional comments
DAC-9: Increase GSSP funding level to attract highly qualified students, or provide tuition fee remission to all PhD students accepted.	Fall 2016	ENCS with support from all ENCS units.	Teaching remission for the faculty chairing the Committee	ENCS is currently discussing a revision to the Graduate Student Support Program so that it is simpler and funds are used where they are most needed. Increased graduate student support is subject to the availability of funds at the Faculty level, which is tied to the funding formula used by the University.
DAC-10: Increase number of years of GSSP funding to retain graduate students.	Fall 2016	ENCS with support from all ENCS units.	Teaching remission for the faculty chairing the Committee	Same as above.
DAC-11: Provide Teaching Training support/fellowships to PhD students, and an opportunity to teach regular courses.	Ongoing	SGS with support from ECE.	None	The School of Graduate Studies has a course in pedagogy for PhD students and offers some students the opportunity to teach a course. GradProSkills offers a variety of seminars to improve graduate students' presentation skill.
DAC-12: Normal teaching load should compete efficiently with other similar institutions by providing effective and updated course remission policy.	Not to be pursued	Not Applicable	None	1. The base teaching load of 4 courses is established in the CUFA collective agreement. The average teaching load in ENCS is three courses. 2. ENCS has a well-kown policy for granting teaching remission for graduate student supervision that is applied consistently.
DAC-13: Encourage faculty members to increase external funding level through additional support of Research Facilitators.	ongoing	ENCS	None	ENCS has a research facilitator for help with grants and has added another research facilitor to help with industrial contracts. Faculty members interested in leading large research proposals are encoraged to contact the Dean's office for support.
DAC-14: Current Intellectual Property should be revised to help/support student creation to bring their most innovative ideas to their work at Concordia.	In progress	University	None	The University has recently revised its IP Policy. The faculty is taking steps to inform students and faculty members.
DAC-15: It would be preferrable to have reseach groups' space consolidated on one or two floors, to facilitate students and faculty interaction.	In progress	ENCS with support from all ENCS units.	None	ENCS has been gradually renovating space on the upper floors of the EV building into professor offices to allow profs to be close to their graduate students and research labs. When research space is re-assigned consideration is given to keeping professors close to their lab space and students.
DAC-16: Faculty members should be provided access to the kitchen and lounges closest to their offices on their respective floors.	Completed	ECE and ENCS	None	Where lounges exist, faculty members have access. ENCS and ECE can work together to identify floors where access to the kitchen and lounges is limited. The access can be restored.

Recommendation	Prioritized timeline for completion	Responsibility (specify if possible)	Resources required?	Dean's additional comments
DAC-17: The department of Advancement and Alumni Relations should collect data on the employment on graduated students.	Fall 2015	ENCS and Advancement and Alumni Relation (AAH)	None	ENCS will check with the AAH office to see of the data is being collected.
DAC-18: Faculty members should have an administrative staff dedicated to their academic activities.	Not to be pursued	Not Applicable	None	Large research projects should include budget for staff support. Shared support for a staff member can be sought from the Dean's Office when the project is being negotiated.