**EIC/CSSE LUNCH MEETING**

**Meeting Date**: Wednesday, **18 May, 2016** at 1200 noon

University of Victoria, University Club

**SPRING PLANNING MEETING 2016-2017**



**Dr. Tom Tiedje,** BASc, MSc, PhD, FRSC, PEng, FCSSE

***Professor and Dean of Engineering***

*Electrical and Computer Engineering*

The Faculty of Engineering at UVic is one of the top engineering faculties in Canada. Dr. Tiedje will briefly describe efforts by faculties of engineering and applied science in BC to increase student places in response to strong demand.

**AGENDA**

1130-1200 Networking and Set-up

1200-1230 Lunch (individual order or hot buffet)

1230-1310 Presentation by Dr. Tiedje

The Faculty of Engineering at UVic is one of the top engineering faculties in Canada. Dr. Tiedje will briefly describe efforts by faculties of engineering and applied science in BC to increase student places in response to strong demand.

**1310-1330 Discussion of CSSE UVic Engineering Associates**

Activities 2015/2016

- EIC CSSE presentations by faculty and researchers at monthly meetings

. new faculty introduction to the community 1

. general interest topics 1

. entrepreneurial 1

- EIC CSSE presentations by undergraduate teams

. pre-meeting pitches 4

. follow-up 2

- co-op office

. no distribution of reports to mark or award since Fall 2015

- group and individual undergraduate mentoring

. rehab eng group

. BIODEV

. BME students with John Fagan

. entrepreneurial coop follow-up

- researcher and graduate

. Ken Putt on UVic committee

- special events

. motorsport club presentations

.

- communications with the faculty

. development of undergrad club presentations at meetings through Jody Kitts

- outreach

. G. Beer on microscopy training

- Scholarship Society

. transfer of the VIB EIC Scholarship Society to UVic through the Victoria Foundation (Graham Morgan)

**1330-1430 EIC / CSSE Planning**

- speaker suggestions

. 8 events

. partnered meetings with

. APEGBC

. CSCE

. ND (Don Brodeur – Snowbird pilot)

. Emergency Management

. Gustavson (business of technology)

. confirmation of dates

. UVic speaker suggestions

. Dir Civil Eng

. new faculty

. ND

.

- scholarship management\*

. requirement

- CSSE coop award

. motion to support awards ($300 ea)

- special events / activities

. ONC & Environmental Monitoring

- nominations for executive

. nomination committee or slate

- feedback on operations & communications

.

- governance (bylaw renewal)\*

. requirements and scope of work

. Nov deadline for BC Societies Act

. do we need to be a Society

. relationship with EIC, CSSE etc

. group to work on bylaw submission

**University of Victoria CSSE Engineering Associates**

**Terms of Reference**

**Preamble**

The University of Victoria Engineering Faculty has a mandate to educate and develop engineering students

for careers as Professional Engineers. Senior, highly experienced Professional Engineers and scientists,

primarily retired but still active, living within the Victoria community are prepared to give back to the

University and Engineering Faculty by volunteering their time and expertise in support of this mandate at the

discretion of the Dean of Engineering. Most of these volunteers are Members and/or Fellows of the Vancouver Island Branch of the Canadian Society of Senior Engineers (CSSE), a member Society of the Engineering Institute of Canada (EIC).

**Mission**

The CSSE Engineering Associates (CSSE - EA) are dedicated to advancing the development of professional engineers by supporting initiatives recommended by the Dean. The activities may include participation in strategic planning activities, student mentoring via the Engineering and Computer Science Co-Op Office, marking and award judging of Engineering student Co-Op work term reports as well as judging Engineering fourth year capstone team project course products. In addition, the CSSE Engineering Associates may undertake activities to recognize excellence within the Engineering student body, as requested by the Dean, Faculty members or the Engineering Co-Op Office.

**Goals**

• Advisory: To provide the Dean with timely advisory support as requested

• Adjudicating: to support the faculty in the adjudication of reports, marking and critiquing co-op students

engineering work term papers, projects or competitions

• Mentoring: to provide student / faculty mentoring as requested based on Engineering Associate’s

expertise and life-long experience

• Recognition of Excellence: to develop and support awards in recognition of excellence within the faculty and student body.

\* Assist Faculty and/or mentor Engineering students in advancement of intellectual property or entrepreneurship initiatives

**Executive Committee**

The CSSE Engineering Associates will elect an Executive Committee to manage its involvement and provide formal communication with the Dean, his office and the Engineering Co-op office. The Executive Committee also requires a responsible representative from the Engineering Faculty, appointed by the Dean, to assist in operational requirements.

This Committee will communicate on a regular basis at the EIC / CSSE monthly luncheons about events and activities undertaken at The University of Victoria. In addition, the Committee will report to the Dean of Engineering as needed to support the smooth running of the CSSE Engineering. There will be an annual luncheon meeting of Associates where the Dean will present his /her faculty accomplishments, programs, plans and priorities. The Executive Committee will also convene an annual business meeting to review the activities of the Associates, recommend enhancements, suggest future developments and elect the following year’s executive members.

**Essential Activities of the CSSE Engineering Associates**

1. Meet regularly to review the current Associates activities, provide comment and feedback to arranged University speakers and scheduled presenters

2. Advance the education of Engineering students through grading student activities and providing direct

feedback, award judging, and, where sought, mentoring

3. Support the Engineering Faculty’s activities and events, where invited

4. Support the Dean in Faculty planning and serving as a test audience for proposed new initiatives

5. Advise the Dean on areas of mutual interest and experience