



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Cristina Amon, Dean

MEMORANDUM

2008/09-14

To: All Members of the Faculty
From: Cristina Amon, Dean
Date: January 19, 2009
Re: **Appointment of an Outreach Task Force**

Purpose

Following from the *Report of the Task Force on Outreach Activities at the University of Toronto*, May 27, 2008*, the Faculty of Applied Science and Engineering (FASE) is appointing an Outreach Task Force to:

- i. Define the activities that constitute *pre-university* outreach within the Faculty;
- ii. Coordinate on a Faculty-wide basis all outreach activities relating to our mission as a rigorous, academic-focused and research-intensive program; and
- iii. Identify ways of measuring the success of our outreach activities.

Time Frame

The work of the Task Force will begin by the end of January with a view to reporting to the Dean by May 1, 2009.

Membership

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| 1. Susan McCahan | Chair First Year (Chair) |
| 2. Grant Allen | Vice-Dean, Undergraduate |
| 3. Will Cluett | Chair, Division of Engineering Science |
| 4. Nelly Pietropaolo | Manager, Student Services and External Relations, Civil Engineering |
| 5. Lisa Simpson-Camilleri | Assistant Dean, Academic HR and Diversity |
| 6. Tony Sinclair | Chair, Mechanical and Industrial Engineering |
| 7. Darlee Gerrard | Acting Coordinator of Instructor Recruitment & Development, PDC |
| 8. Jan Haugan | Executive Assistant to the Vice-Dean (Secretary) |

Mandate

1. Define the term “outreach” within the context of the Faculty of Applied Science and Engineering, addressing the questions such as whether activities should be targeted specifically to reach groups traditionally under-represented in Engineering (e.g. women, aboriginals, Afro-Canadians); whether an attempt should be made to foster an interest in Engineering among students before they reach high school, etc.
2. Identify the current outreach activities of FASE, including stated goals, resources, funding and measures of success.
3. Review the inventory of outreach activities of the U of T as a whole and other U of T Faculties (see Report*), taking into account the ways in which they complement or compete with FASE activities and identifying useful models.
4. Identify outreach activities of other Engineering Faculties across Canada, taking into account the ways in which they complement or compete with FASE activities and identifying useful models.
5. Identify the strengths and weaknesses of current FASE outreach activities, recommending the types of activities on which we should focus in the future, identifying specific goals and possible operational structures and the associated resources required to implement them.
6. Identify metrics for assessing our outreach activities.

*<http://www.provost.utoronto.ca/Assets/Reports/outreachrep2008.pdf>