

ι: ACADEMICS

Preamble: The Academics Policy details the function of Academic specific groups directly involved with the Engineering Society. This includes their mandate, structure, organization and any specific task/ services that they perform.

A. Students for Engineering Education Development (SEED)

Part I: Purpose and Responsibilities

Acting as a resource for students and faculty on education and curriculum development

Promoting Integrated Learning to students and faculty alike

Taking action on issues raised by the student body or other EngSoc groups that relate to academics

Promoting dialogue between students and instructors on educational issues

Discuss the academic affairs directly affecting the Engineering Society

Progress and Operations to be presented to Engineering Society Council as part of the Vice-President (Academic) Council Report.

Part II: Structure and Organization

1. The Executive will be comprised of at least the following members:

- a. Two Co-Chairs
- b. Advisor
- c. First-Year Representative
- d. Faculty Representative
- e. Forum Coordinator
- f. Course Review Coordinator

2. The duties of the executive members shall be:

- a. Co-chairs
 - i. To provide overall leadership for SEED.
 - ii. To maintain communication with the student body and the Engineering Society, ensuring awareness of SEED initiatives
- b. Advisor
 - i. Provide long-term visionary and organizational advice to the co-chairs.
- c. First-year Representative
 - i. To keep informed on first year educational issues
 - ii. To serve as a liaison between SEED, the first-year executive, and the director of first year.
- d. Faculty Representative

- i. To serve as a link between SEED and the Faculty
 - ii. To attend faculty-related meetings and represent SEED on these bodies
- e. Forum Coordinator
 - i. To lead a team to develop and run forum(s) for students and faculty to discuss major issues in engineering education and share their perspectives.
- f. Course Review Coordinator
 - g. To lead a team that, with its students and instructor, examines a specific course and makes recommendations to improve its educational value.
- 3. SEED shall report to the Vice-President (Academic) of the Engineering Society, who shall serve as a resource and source of support for individual SEED members and SEED initiatives.
- 4. The Co-Chairs and members shall be selected in accordance with Engineering Society Hiring Policy γ.A.
 - a. Co-Chairs shall be selected by a hiring committee comprised of at least the previous co-chairs, the previous advisor, the Vice-President (Academic).
 - b. Members shall be hired following the hiring of the new co-chairs by a committee comprised of the new co-chairs, the Vice-President (Academic), and up to two members at large at the discretion of the committee.

B. Better Equipment Donation Fund (BED Fund)

(Ref Bylaw 16)

Part I: General

1. The Better Equipment Donation (BED) Fund was created by the Engineering Society in response to the severe need for modern laboratory equipment in undergraduate Applied Science courses. It was later renamed The Better Education Donation (BED) Fund, and was amended to include any purchases that improve the quality of education of Queen's Engineers.
2. The BED Fund is financed by charitable, sliding scale, tax-deductible, opt-outable donations contributed annually by all undergraduates in the Faculty of Applied Science, with additional support from alumni, faculty and staff.
3. The role of the BED Fund is two-fold:
 - a. to purchase new equipment or invest in educational initiatives on an annual basis with the funds raised that year, and
 - b. to develop an endowment fund, called the BED Capital Fund, which will support additional purchases in the future.
4. The BED Fund was created with the following mandate:

"Proposals for better equipment may include new equipment, equipment maintenance, lab overhaul, and special educational initiatives."

The philosophy of the BED Fund may be summarized as: *"Improving the quality of our education through student desired and funded initiatives."*

5. Money from BED is to be used to fund excellence and innovation and to enhance our education. Money from BED should not be used to fund necessary departmental purchases or foreseeable maintenance. However, emergency purchases of vital equipment in instances of unforeseen circumstances may be proposed at the discretion of the BED Head Board (as defined in Part IV)

Part II: Emergency Purchases

6. Emergency purchases must be approved by EngSoc council, except in the case of proposals occurring during the summer. Any proposal occurring during the summer must be approved unanimously by the BED Head Board (as defined in Part IV).

7. In the event of an emergency purchase during the summer, the BED Fund Coordinator and Vice President (Academics) are responsible for an accountability presentation occurring during the first council of the new academic year.

8. Emergency purchases will be funded by the BED Capital Fund (as defined in Part V).

Part III: The Donation

9. Each year, an opt-outable, sliding scale, tax-deductible \$60 donation shall be collected by the Engineering Society from each undergraduate Applied Science student.

10. The donation will be collected with the Faculty Society fee, to be distributed by the BED Head Board (see below). See also Constitution By-Law 16.

11. The amount of the donation may be updated as deemed necessary by the Vice-President (Academic) after meeting approval through referendum.

12. One may opt-out of the donation as per standard AMS opt-out procedure.

Part IV: The BED Head Board/BED Representatives

13. The administration of the BED Fund shall be conducted by the BED Head Board.

14. The membership of the BED Head Board shall consist of:

- a. The President of the Engineering Society
- b. The Vice President (Academic) of the Engineering Society
- c. The BED Coordinator

15. The position of BED Fund Coordinator is filled by appointment according to the Policy Manual, Section γ .A, Part II. This person fills the role of administrator and logistics officer for the BED Fund, overseeing the day-to-day operations of the fund and

organizing meetings of the BED Head Board. The BED Fund Coordinator is responsible to the Vice-President (Academic).

16. The BED Representative shall be chosen democratically by the members of their respective discipline during Discipline Club elections. Members of the Executive may assume BED responsibilities, but this must be made clear to the discipline during the election process. Representatives are required to introduce themselves to their department's head as well as the department's financial administrator. In the case of the First Year Class, the BED Representative is elected as the Faculty Board/BED Rep during year elections in September.

17. The BED Representative of each discipline is responsible for drawing up proposals for the allocation of their discipline's portion of the funds. The BED Representative shall solicit ideas for monetary allocations from students and their department (or the first year class), then compile a list of alternatives upon which students will vote. This vote will determine where and how the BED money is spent within the discipline.

a. The BED Representative is responsible to the BED Head Board and ultimately the Engineering Society through the Vice-President (Academic).

b. The BED Representative shall also be responsible for such tasks as the BED Head Board assigns (e.g. ensuring accessibility to equipment), and for long term planning concerning BED-funded improvements to their educational experience.

18. The BED Head Board shall meet regularly, as necessary. The BED Representatives shall have a first meeting no later than the first week of first semester.

19. The Vice-President (Academic) of the Engineering Society shall, with the assistance of the BED Coordinator and BED Representatives, be responsible for maintaining a record of the receipt and distribution of the funds.

20. A record of what equipment was purchased (make, model, serial numbers), where it is located, and who is supervising it, shall also be maintained by the BED Coordinator for the Vice-President (Academic).

21. Plaques stating "Purchased by the Engineering Society", shall be procured and mounted on every purchase made with BED Fund monies at the time when reimbursement takes place (Reference Part V). The BED Coordinator will be responsible for purchasing the plaques and the Discipline BED Representative will be responsible for mounting the plaques. The cost of the plaques will be paid from the BED Interest account.

Part V: The Allocation of BED Funds

22. The Donation is deposited directly into the BED Income Account by the Registrar's Office. Breakdown of the Funds can be obtained from the Registrar's Office.

- 23.** The BED Head Board shall take three quarters of the total available funds raised and allocate a portion to each discipline based on the fraction of all undergraduate Applied Science students enrolled in that discipline who have not opt-out
- 24.** One quarter of the total available funds raised will be reserved to be allocated to the disciplines and the First Year Class by the BED Head Board based on the extent to which the proposed expenditures meet the aims and objectives of the BED Fund
- 25.** Once allocations have been made, unspent funds from the BED Income will be transferred to the BED Capital Fund. The Engineering Society President and Vice-President (Academic) must be made aware of any fund transfers between BED accounts prior to their transfer, and it shall be reported to Council.
- 26.** The signing authorities on the BED Fund accounts shall be the Vice-President (Academic) and the BED Fund Coordinator. The faculty administrator (who manages the BED accounts) in Financial Services should be made aware of this when the persons holding these positions change.
- 27.** Funds shall be distributed only after the receipts confirming the use of the funds, have been submitted by the respective departments directly to the BED Coordinator, along with proof that the funds have been debited from the department's account. Funds shall not be distributed if no proposal detailing that use of funds has been received and ratified by the BED Head Board.
- 28.** If receipts are not received by the BED Coordinator from the department within six months of approval by the Engineering Society Council, the allocated funds will be considered unspent and transferred to the BED Capital account as outlined in Part IV.
- 29.** Funds will be distributed only after the final allocations have been approved by the Engineering Society Council (see Constitution, By-Law 16, Part I.), and not before the end of October, (to allow for opt-out procedures).

Part VI: BED Fund Proposals

- 30.** In allocating the BED funds, the BED Head Board shall observe the following:
- 31.** Proposals for allocations will be generated at the discipline level by the BED Representatives after consultation with students and applicable faculty, according to the following chronology:
- a.** Generating ideas at the Discipline Club (or First Year Executive) Level
 - b.** Soliciting input from Faculty/Department (Faculty may only provide input at this juncture to determine possible needs)
 - c.** Soliciting students by e-mail for ideas
 - d.** Compiling, based on responses from students and costs, the full of possible range of allocation combinations

- e. Conducting a balloted vote for all students in the department on the possible allocations
- f. Writing and submitting the proposal based on the most popular allocation
- g. As a courtesy and for logistic reasons, the Department will be kept up to date during the above process.
- h. The Department will be informed immediately once proposal approval has been granted, so that purchasing can commence.

32. Proposals are to be drawn up by the BED Representatives according to the following guidelines.

- a. All proposals must demonstrate direct benefit primarily for undergraduate Applied Science students.
- b. Proposals must include documentation of the process described in Part V, Paragraph 29, and will be submitted with departmental suggestions, and original ballots cast by the students in the particular discipline.
- c. Proposals must indicate the course or location the purchases are directly benefiting for each particular discipline.
- d. Proposals must include a rationale explaining why proposed purchases meet the mandate of the BED Fund.
- e. Proposals must include a detailed budget of the proposed purchases, including model numbers and taxes. Quotes should be provided where possible.
- f. Proposals must bear the signature of the department head prior to submission.
- g. For those disciplines which overlap with Arts and Science (including First Year laboratory courses), proposals must show direct benefit primarily for undergraduate Applied Science students. The BED Head Board will consider cross-faculty proposals if the BED Representative is able to solicit comparable funding from the other faculty (i.e. generate additional funds from the Department involved to assist in the purchase of shared equipment).
- h. For those Applied Science disciplines which share courses or equipment, the BED Head Board encourages any joint-discipline proposals on the basis that pooling funds allows more or better improvements to benefit a greater number of people. First-year may also elect to make joint-proposals with disciplines.

33. Proposals will be approved by the BED Head Board based on the degree to which they adhere to this Policy, and their overall feasibility. As outlined in Part IV, the quality of the proposal may affect the amount of money approved.

34. Proposals from the BED Representatives (including those in First Year), shall be made to the BED Head Board by Week 5 of the Winter Semester. Proposal extensions can be given under extenuating circumstances at the discretion of the BED Coordinator.

35. Any discipline or the First Year Class may carry over funds from the present calendar to the next calendar year providing a proposal is received by the BED Head Board outlining the proposed use of the funds by Week 5 of the Winter Semester. Carry-over of funds may not exceed two years (i.e. if held over one year it must be spent on the proposed purchase in the following year). The funds will be held in trust by the BED Head Board rather than transferring the money to the discipline to hold.

36. The First Year BED Representative will liaise with the BED Coordinator for advice and mentorship. Faculty and Departmental contacts are suggested as the Director of First Year, and Departmental Course Coordinators.

Part VII: BED Interest Fund and BED Capital Fund

37. All interest generated from the BED Capital Fund shall be folded into the Capital Fund until such time that the BED Fund is self-sufficient from the interest generated.

38. In order to be self-sufficient, the BED Capital Fund must generate the equivalent of \$70,000 in 2001 dollars (adjusted for inflation) for the BED Interest Fund while reserving a portion of the annual interest for the BED Capital Fund to account for inflation.

39. Once the BED Fund is deemed self-sufficient, a motion for a referendum on BED Fund shall be put to the Engineering Society Council. The Engineering student body shall be asked by a referendum whether the opt-out BED Donation should be rescinded. If the Engineering student body elects by majority vote to rescind the opt-out BED Donation, the BED Donation will be rescinded and the BED Fund shall operate on the BED Interest Fund.

40. Once the BED Fund is deemed self-sufficient, the BED Interest Fund will be distributed according to percentage of students in a given discipline and in First Year.

41. Special uses of Interest and Income Account Monies outside of what is defined in the Constitution and Policy Manual must be put to full referendum and ratified by the majority of students. "Special Uses" are defined as major initiatives that cannot be funded by any other means, and from which the vast majority of all engineering students will benefit. These, as of now, undefined special uses must clearly be presented to ALL students by means of a full referendum campaign. The referendum results and special terms and use of funds will be adopted into Policy as a subsection to Part VI, Section 35.

C. Englinks (Engineering Society student-tutor matching program)

Part I: Purpose and Responsibilities

1. Providing a connection point and facilitating easy communication between students and potential tutors

2. Maintaining an up to date website containing a list of tutors who are currently available
3. Making all reasonable effort to ensure that tutors are up the highest quality, however, not taking responsibility for any student-tutor interaction past initial contact.

Part II: Structure and Organization

4. The Englinks Coordinator shall be the sole representative, using the VP (Academic) as a resource
5. The Englinks tutors should preferably be a past or current Queen's student; however, exceptions may be granted by the coordinator given sufficient evidence of credibility as an instructor.
6. The Coordinator shall be selected in accordance with the Engineering Society Hiring Policy α . E. He/She shall be selected by a hiring committee comprised of the Vice-President (Academic), the previous coordinator and at least one other member at the discretion of the aforementioned individuals.

D. Faculty Board Representatives

(Ref. Bylaw 7, Part I & Part III)

Part I: The Student Caucus

1. The student caucus acts as a liaison between the Faculty Board of Applied Science and the Engineering Society.
2. The caucus is made up of the following:
 - a. President
 - b. the Vice President (Academic)
 - c. the Vice-President (Student Development),
 - d. two senators, and
 - e. five elected members
 - i. One faculty board representative from each of the four years
 - ii. The Vice President of the 2nd Year Executive
3. The Vice President (Academic) shall serve as the chair of the Caucus.
4. The chair shall ensure that:
 - a. caucus members have pertinent information for upcoming Faculty Board meetings;
 - b. caucus members understand the procedural rules of the Faculty Board;
 - c. caucus members are informed on matters likely to be discussed by the Faculty Board;
 - d. caucus members are aware of the dates of future Faculty Board meetings; and

e. an oral report pertaining to the activities of Faculty Board is delivered to the Engineering Society Council by any caucus member