

**Sustainable Energy Engineering and Policy**  
**Update on Unit Response to External Reviewers' Report & Action Plan**  
**Programs Being Reviewed:** MA, MASc, and MEng in Sustainable Energy Engineering and Policy  
**Completed by:** *Name and title*  
**Approved by Dean:** *include title/date*

**Note: This document is made available for public posting on the Vice- Provost's website.**

External Reviewer Recommendation	Original Action Item	Owner & Timeline	Progress Update January 2020	Will the action described require calendar changes? (Y or N)
<b>Communications: (Concern)</b> <i>Students expressed concern with insufficient information regarding requirements for seminar attendance. Students were unsure of how to deal with scheduling conflicts between the seminar and other courses. Because seminars are often scheduled in the evening, attendance was also an issue for those students who may have part-time jobs.</i>	Seminar to be added to scheduled classes	SERG Governance Committee Fall 2019	The seminar (SERG 5800) is now a scheduled class. Information about the seminar requirement is included in the information package that students receive prior to registration. Students are also emailed detailed information near the start of their program explaining the seminar requirement.	N
<b>Course offerings: (Concern)</b> <i>Students felt available electives related to sustainable energy were limited in number. In addition, unavailability of courses listed in the calendar impacted student expectations and ability to plan their program. Clarification regarding the relationship with University of Ottawa, reciprocal arrangements for course credit, and the process for determining course acceptability are needed.</i>	<ol style="list-style-type: none"> <li>1. Review current elective offerings and remove courses no longer being offered, or ensure dormant courses are brought back into rotation</li> <li>2. Make sure course options are communicated to students earlier (by the end of February for the following academic year</li> <li>3. Better explain to SERG students that they are not permitted to take University of Ottawa courses.</li> </ol>	FED program advisor; SERG Governance Committee Winter 2019	<p>CIVE 5707 and ENVE 5704 will be entered into CourseLeaf in summer 2021 as approved Mechanical Energy Conversion courses for the 2022-23 calendar. MECH 5802 and MECH 5806 will be added to the graduate calendar as approved Mechanical Energy Conversion courses when they get a permanent course name in the near future.</p> <p>Review of elective offerings did not lead to the removal of any courses.</p> <p>Communications to students via the SERG administrators and advisors has been improved.</p>	Y (entered)

<p><b>Funding: (Concern)</b> Two of the unique aspects of the program are the seminar series involving external speakers and field-trips to communities and sustainable energy projects. Currently, there is a lack of funding allocated to the program for speaker travel and field activities.</p>	<p>A meeting will be scheduled between the Chairs and Directors of the departments and schools involved in the program to discuss funding availability. During this meeting (a) existing mechanisms for funding these activities (if any) will be identified and (b) the possibility of allocating a specific sum for these activities will be explored.</p>	<p>SERG Governance Committee Winter semester 2019</p>	<p>The dept of Mechanical and Aerospace Engineering has allocated part of the ELBA money generated by this program for this purpose (\$5000/year). This will remain in place so long as the ELBA model remains in place and the program continues to direct at least this much money to the department.</p>	<p>N</p>
<p><b>Administrative Support: (Weakness)</b> A number of communication, advising, and outreach challenges can be addressed through additional administrative support. A recent addition of a 0.25 position through engineering will address some existing weaknesses; however, it was noted that a single administrative contact for both Policy and Engineering would be more effective than two separate part-time positions. When compared to comparable programs, there is evidence that a full-time administrative position is justified if enrollment targets are met.</p>	<p>Convene a meeting with Chairs and Directors of the departments and schools concerned and their respective Deans to explore the possibility of adjusting existing administrative resources without having to secure net new resources.</p>	<p>Chair of SERG Governance Committee Winter semester 2019</p>	<p>An administrative position is being created to support all three Sustainable Energy programs (MA, MEng, and MASc). This position will be filled in summer 2021.</p>	<p>N</p>
<p><b>Orientation: (Concern)</b> Students in the Policy-stream were happy to have an orientation session with specific attention to the Sustainable Energy Program. Engineering students felt they were not well-informed at entry to the program and would have liked a similar orientation and a chance to meet the Policy students.</p>	<ol style="list-style-type: none"> <li>1. Prepare a welcome package</li> <li>2. Organize Engineering-side orientation to coincide better with SPPA orientation and start of term</li> </ol>	<p>FED SERG Administrator to prepare welcome package; FED program advisor and FED SERG Administrator to coordinate Fall orientation Ready for Fall 2019</p>	<p>Engineering students now receive a welcome package before registration begins. The welcome package outlines program requirements (including the seminar requirements), information about registration, etc.</p> <p>We now offer a joint orientation session for both Engineering and Policy students.</p>	<p>N</p>
<p><b>Program website: (Weakness)</b> The website is not up to date and lacks information on the latest program structure. Students also felt the website could be better used to provide information on seminar scheduling, speakers, and social events.</p>	<ol style="list-style-type: none"> <li>1. Attention will be focused on the main website: <a href="http://carleton.ca/sustainable-energy">carleton.ca/sustainable-energy</a>. Other sites will point there.</li> <li>2. Website will be checked every week for currency</li> </ol>	<p>SERG Governance Committee; Program administrators Winter semester 2019</p>	<p>The website is updated when needed. This will be an area for the new administrator to continue to work on.</p>	<p>N</p>

<p><b>Offers and notification: (Weakness)</b> Both Policy and Engineering students indicated a lack of communication after notifying Carleton of their acceptance of the admission offer. This was contrasted with other schools that immediately responded via email.</p>	<ol style="list-style-type: none"> <li>1. All students will be sent a friendly welcome email when they accept.</li> <li>2. A detailed information package will be developed to send out to incoming students in the weeks following acceptance.</li> <li>3. Request to FGPA to provide the program and participating departments with acceptance notification when applicant accepts the offer of admission</li> </ol>	<p>SERG Governance Committee; Assoc. Chair (Graduate Studies), Department of Mechanical and Aerospace Engineering; MA program advisor June 2019</p>	<p>Students are contacted after an offer of admission has been sent. We follow up by sending our detailed welcome package in June.</p>	<p>N</p>
<p><b>Program size: (Opportunity).</b> There is potential to increase the breadth and size of the program with participation of other units. These may include Business, Civil and Environmental engineering. This may also provide relevant elective courses and address concerns about course availability.</p>	<p>Initiate exploratory discussions with (a) the Chair of Civil and Environmental Engineering and (b) the Business School to explore future participation in the Sustainable Energy Program. If either possibility is promising, pursue more detailed program development.</p>	<p>Chair of SERG Governance Committee Exploratory talks Fall 2019</p>	<p>While these initial discussions have taken place, there does not seem to be the will to grow the program in these directions at this time.</p>	<p>N</p>
<p><b>Co-op offerings: (Opportunity)</b> Students from both Policy and Engineering streams expressed an interest enhancing co-op opportunities. MA students would like to see placements beyond the public service, including NGOs and industry. MEng students are interested in co-op placements; however, this is currently unavailable. While there appears to be some challenges to MEng co-op offerings due to potential demands from other MEng students not in the Sustainable Energy program, this is an opportunity for program enhancement if this can be enabled.</p>	<p>Chair of MAE will prepare proposal for co-op office on MEng Co-op. Director of SPPA will work to expand non-government co-ops for MA students.</p>	<p>Chair of MAE; SERG Governance committee (for approval of proposal); Director of SPPA Proposal by Summer 2019 for 2020-21 Calendar</p>	<p>Co-op is now an option for students in both the MA and MEng programs.</p>	<p>Y (completed)</p>
<p><b>Equity: (Opportunity)</b> Increased demand for the program may be achieved with more promotion, communication, and outreach. The area of sustainable energy is attractive to a wide range of backgrounds and can help increase diversity. An increased pool of applicants would strengthen the interdisciplinary mix between Policy and Engineering.</p>	<ol style="list-style-type: none"> <li>1. If the administrative changes discussed under 4 above are carried out, ensure this is a core activity.</li> <li>2. Explore possibility for a targeted communications effort for the 2020 intake.</li> </ol>	<p>SERG Governance Committee 2019-2020</p>	<p>A letter and our viewbook page were sent to programs and researchers across Canada with an interest in Sustainable Energy.</p>	<p>N</p>

<p><b>Internationalization: (Opportunity) Increased</b>  <i>participation of international students would strengthen student exposure to non-Canadian energy issues. While there appears to be some constraints with regards to domestic and international student composition, there is significant demand from international students for the MEng program.</i></p>	<p>Systematically examine possibility of increasing (qualified) international applicants</p>	<p>SERG Governance Committee  2019-2020  Academic year</p>	<p>The MEng Sustainable Energy program receives a high number of qualified international students. These students are given offers of admission depending on space in the program.</p>	<p>N</p>
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