

Sustainable and Renewable Energy

Action Plan

June 12, 2019

Action Item	Owner	Timeline	Will the action described require calendar changes? (Y or N)
Seminar to be added to scheduled classes	SERG Governance Committee	Fall 2019	N
<ol style="list-style-type: none">1. Review current elective offerings and remove courses no longer being offered, or ensure dormant courses are brought back into rotation2. Make sure course options are communicated to students earlier (by the end of February for the following academic year3. Better explain to SERG students that they are not permitted to take University of Ottawa courses.	FED program advisor; SERG Governance Committee	Winter 2019	N
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.	SERG Governance Committee	Winter semester 2019	N

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.	Chair of SERG Governance Committee	Winter semester 2019	N
<ol style="list-style-type: none"> 1. Prepare a welcome package 2. Organize Engineering-side orientation to coincide better with SPPA orientation and start of term 	FED SERG Administrator to prepare welcome package; FED program advisor and FED SERG Administrator to coordinate Fall orientation	Ready for Fall 2019	N
<ol style="list-style-type: none"> 1. Attention will be focused on the main website: carleton.ca/sustainable-energy. Other sites will point there. 2. Website will be checked every week for currency 	SERG Governance Committee; Program administrators	Winter semester 2019	N
<ol style="list-style-type: none"> 1. All students will be sent a friendly welcome email when they accept. 2. A detailed information package will be developed to send out to incoming students in the weeks following acceptance. 3. Request to FGPA to provide the program and participating departments with acceptance notification when applicant accepts the offer of admission 	SERG Governance Committee; Assoc. Chair (Graduate Studies), Department of Mechanical and Aerospace Engineering; MA program advisor	June 2019	N

<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</p>	<p>Exploratory talks Fall 2019</p>	<p>N for now; Y maybe over long term</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</p>	<p>Proposal by Summer 2019 for 2020-21 Calendar</p>	<p>Y</p>
<p>1. If the administrative changes discussed under 4 above are carried out, ensure this is a core activity.</p> <p>2. Explore possibility for a targeted communications effort for the 2020 intake.</p>	<p>SERG Governance Committee</p>	<p>2019-2020</p>	<p>N</p>
<p>Systematically examine possibility of increasing (qualified) international applicants</p>	<p>SERG Governance Committee</p>	<p>2019-2020 Academic year</p>	<p>N</p>