



UNIVERSITY OF TORONTO  
FACULTY OF APPLIED SCIENCE & ENGINEERING

MEMORANDUM

2009-03

**To:** Chairs and Directors  
Faculty Innovation and Administrative Team  
**Copy to:** Marilyn Booth, Director, School of Continuing Studies  
**From:** Cristina Amon, Dean, Faculty of Applied Science and Engineering  
**Date:** January 16, 2009  
**Re:** **New Method of Delivering Engineering Professional Development Courses**

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I am writing to inform you that the Faculty of Applied Science and Engineering will join with the School of Continuing Studies (SCS) for the delivery of our public professional development courses. We plan to do so as of May 1, 2009. We will thus be able to consolidate marketing activities, staffing and other resources such as space with SCS, resulting in increased efficiency and reduced risk of financial loss by the Faculty.

One of the main motivating factors for this decision is the current economic downturn. This is highly likely to have a negative impact on revenue generated by our Professional Development Centre (PDC), and the bleak economic forecast creates the risk of financial loss in the short and medium terms. Collaboration with SCS enables us to draw upon its specialized expertise and benefit from the economies of scale to which it has access in the provision of our Engineering professional development courses.

The PDC will cease to exist in its present form. Regrettably, this necessary business decision to restructure the operation will impact upon all of the PDC positions. This restructuring is not in any way prompted by lack of confidence in our PDC staff, who have worked hard to meet the goals of the unit. We have purposefully allowed five months for the transition, to June 18, 2009, to enable staff members affected to find alternative employment and we are providing professional support on a group and one-to-one basis. Given this lead time and support available, we are optimistic that good solutions for all affected will be found.

The aspects of the PDC's operations affected are public professional development courses, custom courses and conferences. Provision of conference services will finish when current commitments are fulfilled on June 1, 2009 and custom courses will no longer be offered. Public professional development courses will be offered in partnership with SCS as described above. Our Faculty Outreach activities are extremely important for us and will be reviewed by a Task Force to recommend on the form they should take, ways to consolidate our efforts across the Faculty and metrics for gauging success in this area.

The restructuring outlined here will result in the smooth, cost-effective delivery of public professional development courses in Engineering in partnership with SCS. It will reduce our risk of financial loss considerably. And it will enable us to focus on Outreach activities that support our mission as a rigorous, academic-focused and research-intensive Engineering program. I know that you will be encouraging of our PDC colleagues as they transition to new positions and that I can rely on your support in clearly communicating the changes and the reasons for them to members of your units and others who may need the information.