

Summer Captains' Meeting Minutes

Date: Jul. 30th, 2020

Time: 9:00 to 10:00 am

Message from the Dean's Office (Dr. Bhushan Gopaluni)

- APSC's goal is to listen, understand, and provide meaningful support to all design teams
- As the BC government slowly relaxes restrictions, UBC is taking a phased approach with a variety of constraints (including occupancy limits)
 - All faculty and staff are expected follow UBC guidelines and to work from home if possible
 - Engineering design teams (EDTs) will be held to the same standard
- UBC and APSC are developing return-to-campus processes for non-research activities (this will include EDTs)
 - Requesting EDT cooperation and support to make this process smooth and incident free (see section on Return-to-Campus Safety Plan for more details)
- Central IT is working on providing Microsoft Teams licenses for EDTs
 - More info in the coming weeks
- Please continue reaching out to APSC (Cecilia, Minoli, Richard, etc.) with any questions, concerns, or feedback

Return-to-Campus Safety Plan

- APSC is focused on bringing teams back in a safe and equitable way
 - Though APSC will following UBC and BC directives in the implementation of return-to-campus, we are getting ahead of the curve by developing safety plans right now
 - News will be shared as APSC gets information from UBC and the province
- [UBC's safety planning process](#)
 - Step 1: Parent Plan (Faculty)
 - Needs to be approved by Safety & Risk Services and President Ono
 - Step 2: Intermediate Plan (Richard)
 - Overarching document that encompasses all EDT spaces and expectations
 - Step 3: Child Plan (EDTs)
 - Each EDT space (e.g. EDC, Rusty Hut, LMRS, Hennings, CHBE) will require one child plan that is collaboratively developed by all teams that share the space
 - Some spaces will require collaboration with other stakeholders (e.g. MECH for Rusty Hut, Physics for Hennings)
 - Will be informed by the Intermediate Plan
 - A partially pre-filled template will be made available to teams once the Parent and Intermediate Plans have been approved
- There is evidence that there has been unauthorized campus access over the last few weeks
 - Please reiterate to your members that this is not okay
 - If this continues, Richard will be checking building entry logs

Question Period

Can we take equipment or projects off-campus?

- Yes, Richard has been facilitating requests to take small items off-campus
- Any items purchased with UBC funds are considered UBC property and teams will be personally liable for lost or stolen off-campus items
- All teams who have taken items off-campus will be required to fill out and keep up to date an inventory of items
 - Template will be sent out in early August
- For larger items (e.g. vehicles, boats, entire projects), please email team.engineering@ubc.ca

Should we start filling out the Child Plan now?

- No, please wait until the Parent and Intermediate Plans have been approved as the Child Plan template will be based on them
- SRS turn around for the Parent and Intermediate plans should be fairly quick (on the order of weeks, not months)

What limitations will exist when teams are allowed back on campus?

- Social distancing guidelines, working alone procedures, PPE availability, and contact tracing complexity will dictate how many students can be in a space (expect much lower levels than during normal operations)
- Teams will likely have to book time slots

What is the process to access space that is shared with another stakeholder (e.g. research group or another faculty)?

- Decision making within APSC has been decentralized so if the space is under a specific engineering department, we will need to consult with them
- The same principal applies to spaces under other faculties (e.g. Faculty of Science will need to be consulted for Hennings)
- Note that the initial return-to-research process does not include undergraduate students

What software/IT support can the faculty provide?

- Microsoft Teams licenses will be available for all students
 - More info will be available in the coming weeks (Centre for Instructional Support is developing a one pager to outline what access students will have)
- Central IT is working on a FIPPA compliant remote/virtual desktop solution for the entire campus
 - A service that will allow students to access campus computers (and thus software on campus computers) has been found and will be announced in the coming weeks
- Conversations are active with IT. If your team has needs that haven't been addressed, please email team.engineering@ubc.ca.

Are there any funding updates?

- Shell Experiential Learning Fund will be available for 2020/21
- News on the Student Team Competition Travel Fund will be coming closer to September
- The PAF governance committee is looking into how to distribute funds in an equitable way and whether funds can be used in new ways to support remote working
- APSC will reach out to individual departments on department funding

Can teams be supported with more sponsored machine shop hours?

- Machine shops are running with a skeleton crew that is focused on supporting teaching activities (fabricating components for take-home labs) so they do not currently have capacity to take on more design team jobs