

**School of Computer Science  
Council Meeting Minutes  
Tuesday, April 11th, 2019  
1:00-2:30pm, REYN 1101**

**Present –**

**Faculty:** D. Calvert, D. Chiu, A. Dehghantanha, D. Flatla, D. Gillis, A. Hamilton-Wright, H. Khan, X. Lin, J. McCuaig, D. Nikitenko, C. Obimbo, J. Sawada, S. Scott, F. Song, D. Stacey, M. Wineberg, Y. Xiang (Interim Director);

**Staff:** O. Adesina, D. Byart, C. Hosker, G. Klotz, K. Gardiner (recording secretary), L. Zweep;

**Student Representatives:** S. Modi

**Regrets –**

**Faculty:** L. Antonie, R. Chaturvedi, R. Dara, G. Grewal, S. Kremer, X. Li, P. Matsakis, B. Nonnecke, F. Wang, M. Wirth;

**Staff:** J. Hughes, K. Johnston, D. Rea;

**Student Representatives:** J. Fraser

**Dean – Mary Wells**

**-Review of School of Engineering**

**1. Approval of Agenda for April 11th 2019**

Motion: That the agenda for April 11th be approved  
(C. Obimbo, A. Hamilton-Wright)

In Favour: All. Abstentions: M. Wineberg. **MOTION PASSED**

**2. Approval of Minutes from April 2nd, 2019**

Motion: That the minutes from April 2nd, 2019 be approved.

Due to the limited time between recent council meetings and lack of time for staff and faculty to properly review, April 2<sup>nd</sup> minutes will be approved at the next meeting.

**3. Associate Director, Graduate Program – Joe**

**SoCS Graduate Programs**

Joe wanted to give a reminder that next Thursday, April 18<sup>th</sup> is the program launch for the new Cyber Security program. He also shared that we had two successful seminars last month.

He also shared that S. Kremer has booked a guest speaker for April 22 or 23<sup>rd</sup> with more information to come. He reminded that there are instructions on the SoCS wiki on how to book a guest speaker and that we are able to offer a \$100 honorarium to external speakers.

#### **4. Chair of Computing Infrastructure Committee – Deb Stacey (see Appendix A)**

##### **Infrastructure Update**

##### **File System Issues**

Staff are still following up with Oracle with hopefully a solution within the next week or so. Staff has an interim solution which is to create a load/connection bot so that we can test the system now and after the Oracle solution. By the end of the month we will be starting a procurement process for a new FS if Oracle is unable to solve the issues.

##### **Other Issues**

There are still issues with the A/V equipment in Reynolds 1101, currently being worked on by SoCS in conjunction with Physical Resources and the contractor. The A/V projector issues in THRN 2420 are being investigated. This is the Mac Lab; new images will be installed after exams (once upgraded to Mohave). Faculty are welcome to test their software in the lab over the summer semester. In THRN 3401 there are managed desktops. Windows only or dual-boot (WIN, Linux). Faculty that use this lab (CIS\*2030, CIS\*1500) are welcome to provide input.

##### **Lab Notes – Lab Access**

The Reynolds elevator will always allow access between the first floor and the basement. In THRN 2420 front and back door will always be locked with swipe access only.

Advising hours and offices were also discussed. We need to designate some offices in REYN/THRN as advising offices. The hours of the Reynolds building access were reviewed (see Appendix A). The question was posed to council on whether or not we should designate some rooms as advising offices so that we can notify TA's of this policy and post schedules. S. Scott noted that there are two basement rooms that are regularly used for advising. D. Stacey explained we want to make the use of these rooms official so that a schedule can be posted.

Study space in Reynolds was discussed. It was brought to D. Stacey's attention from the student rep that students are requesting more group study space as there is plenty of individual study spaces available elsewhere on campus (i.e. the library).

Therefore, the dividers in Reynolds 0001 will be removed to accommodate this request.

A reminder was given to notify D. Stacey if you have any software concerns or issues and to let her know re. the TA advising areas (suggestions etc).

L. Zweep noted that the School of Business uses an electronic calendar for students to book rooms rather than doing it on paper, and asked if this was something we could adopt as practice. D. Stacey agreed to look into it.

## **5. Chair of Academic Staff Hiring Committee – David Flatla**

### **New TA Hiring Process**

David explained that we are anticipating up to 130 applicants for 70-80 TA Positions for the Fall 2019 semester. He also noted that in the TA hiring process there are the considerations of the collective agreements for applicants and faculty, as well as current and historical interpretation of the collective agreements.

He explained the current TA hiring process (see Appendix B), outlined below:

- 1) Gather qualifications from faculty
- 2) Applicants (students) complete survey as part of their TA applications
- 3) ASHC use survey results to algorithmically assign best matches of applicant qualifications and TA duties
- 4) Make offers

He also acknowledged the following problems with the current approach (see Appendix B), outlined below:

- 1) Many students do not complete the survey (or do it correctly)
- 2) ASHC members spend a great deal of time processing non-survey applicant materials in order to populate the survey
- 3) Students appear indifferent to the survey
- 4) Faculty lack input into the TA selection process
- 5) I have received complaints that some faculty find their TAs unsatisfactory
- 6) There is substantial staff overhead preparing the survey each semester

Finally he explained the proposal for a new approach to TA hiring (see Appendix B), outlined below:

- 1) Confirm TA job posting qualifications with faculty
- 2) Create + post TA job postings
  - a. Receive applications.

- 3) For each TA job (these roughly map 1:1 with our semester course offerings), provide the application info and (optional) resume for each applicant to the faculty member responsible for the course.
- 4) Each instructor/faculty member reviews all applicants for their respective course(s) and makes recommendations. We are still defining this step, but it likely will involve instructors/faculty recommending each applicant as either: 1) fully qualified, 2) partially qualified, or 3) unqualified. For this step, we would be clear in the instructions to instructors/faculty to have them make recommendations according to the criteria listed in 11.04 (c) of the TA Collective Agreement.
- 5) Using the recommendations provided by instructors/faculty, as well as additional constraints (e.g., Job Security Periods), the ASHC makes assignments of TAs to jobs such that the maximum number of assignments are of the 'fully qualified' category (as recommended by faculty).
- 6) Offer jobs according to the assignments determined in step 5.

He also noted that the ASHC still will continue to make the final decision on which applicants are offered which positions. He also reminded that the TA allocation may differ from faculty recommendations in the event that a strong candidate applies for multiple positions.

Any and all feedback welcome to David Flatla (dflatla@uoguelph.ca) - Chair, Academic Staff Hiring Committee

## 6. Interim Director's Remarks – Yang

### Ongoing business at transition

- A) AI faculty hiring: job was posted on March 20<sup>th</sup>. So far there are 33 applications, 20 days into the 60 days of it being posted.
- B) Strategic planning: final report is being worked on.
- C) MCTI – lab setup and CI committee's role
  - a. Full lab capacity is 36. Right now, we are ordering 5 laptops, 20 monitors and an additional TV, which enable all major functionalities tested. Once more accurate info on enrolment is known in June, more equipment will be ordered accordingly.
  - b. Applications: 8 applications so far, half domestic half international
  - c. Tuition: Y. Xiang explained that the educational market for Cyber security is growing but also competitive. Our program was approved in February but we have recently learned that North Eastern University has opened a Toronto campus which includes Masters in Cyber Security so we are now in direct competition. At this time our target tuition for

domestic is 25k and publicized. Our international tuition has not yet been publicized. The University wanted to set it at 50k but we are going to work on making it more competitive. Y. Xiang explained that we started our tuition high so that we didn't get frozen at a low tuition rate. But we need to make it competitive, possibly by offering entrance scholarships, which is now being considered at Provost level.

- d. PPC marketing (pay per click) to raise profile of program in search engines. We are also making efforts to spice up the website. Students can apply up until the middle of June, so we have about 2.5 months for marketing. Our minimum target is 20 students (conservative projection for first year enrolment)

D. Minimum stipend policy: Y. Xiang explained that SoCS is the only department voicing concerns, therefore the College will likely go ahead with the policy. We need to continue to assert our influence on the policy before its ratified.

E. New SoCS T&P guidelines: Currently being discussed by the College Committee and then will come back to SoCS for approval by SoCS faculty.

F. Staff annual review: taking place in May. It will be led by the new Director, with possible input from Yang and Pascal as the past Interim Directors within the year under evaluation.

### Things to do at transition

- A. S19 SoCS standing committees: let Y. Xiang know if you would like to make any adjustments to your current committee assignment.
- B. Matters to be processed before transition: Y. Xiang asked if there were any outstanding matters to be processed before transition.
- C. Matters to be passed to new director: Let Y. Xiang know if you want any to be passed to Minglun.
- D. Pre-final remarks: There will be no additional formal meetings planned for April. There are approximately three weeks left before the end of the term.

Y. Xiang wanted to acknowledge that he came into his role as Interim Director unexpectedly. It was originally going to be a 4-month term which extended into 8. He expressed gratitude for the opportunity to serve the School of Computer Science in a special capacity and the opportunity to see university dynamics from a new perspective. He wanted to thank the Associate and Assistant Directors, committee Chairs, faculty, staff and students for their support as he fulfilled his duties as Interim Director. The new director will be arriving on May 1<sup>st</sup> and Y. Xiang said he looks forward to completing his **current** role and returning to his faculty role.

## **7. Any other business.**

No other business

Meeting adjourned 2:37pm.