Present –
Faculty: N. Bruce, D. Calvert, R. Chaturvedi, R. Dara, A. Dehghantanha, D. Flatla, G. Grewal, A. Hamilton-Wright, D. Gillis, M. Gong (Director), S. Kremer, X. Lin, J. McCuaig, C. Obimbo, J. Sawada, S. Scott, F. Song, D. Stacey, F. Wang, M. Wineberg, M. Wirth;
Staff: S. Brennan, D. Byart, J. DeFreitas (recording secretary), C. Hosker, J. Hughes, G. Klotz, J. Lange, R. Moroz, P. Patel, D. Rea, Waite;
Student Representatives: A. Kohut;

Regrets –
Faculty: L. Antonie, H. Khan, P. Matsakis, D. Nikitenko, Y. Yan;
Staff: K. Johnston;
Student Representatives: T. Trinh;

1. **Approval of Agenda for April 25th, 2023**

    Motion: That the agenda for April 25th, 2023 be approved.
    (S. Kremer, J. McCuaig)
    In Favour: All. Abstentions: None. **MOTION PASSED.**

2. **Announcements**
    o Congratulations to Ritu who has received the CSA Teaching Excellency Award. It demonstrates the students appreciation of Ritu's commitment.
    o Congratulations to Xiaodong who has been awarded for over $500,000 from the National Research Council of Canada for the Collaborative R&D Initiative Research Project. It is a 3 year, joint project with NRC, University of Guelph and Simon Fraser University. His topic is "An empirical framework for robust machine learning systems and its application in AI4L"
    o A new HR system called HRMS will Launch in June. All summer appointments must be entered by May 5th so please forward your hires to C. Hosker by April 28th or payments may be delayed.
    o Deadline for Purchase Orders was April 21st. Requests received after that date will be processed in mid-May.
    o Staff vacations will begin in May so there may be reduced staff during the summer. Please contact them through email.
    o Jacqui will be on vacation May 4th-25th and Cathie will be monitoring the officeassist@socs.uoguelph.ca email. Please direct all work-related emails to that address.

- o Reynolds Building will be unlocked May and June 8:30-4 and locked July-mid August. If you have summer students that need access, please contact help@socs.
- o The Faculty Search Committee for the AI and Big Data position has been formed. S. Scott, R. Chaturvedi and N. Bruce will serve and begin the process of advertising, interviewing and hiring. Their services are acknowledged.
- o There is a call for nominations for the CL position in Cyber Security for supporting the teaching in the MCTI program. Deadline is April 26th at 4:30pm.

3. Approval of Minutes from March 21st, 2023

Motion: That the minutes from March 21st, 2023 be approved.
(S. Kremer, A. Dehghantanha)
In Favour: All Abstentions: J. McCuaig. **MOTION PASSED**

4. Neil Bruce

N. Bruce outlined the effect of resource constraints on the availability of CIS*1200 and CIS*1050 and the plan to reduce the offerings.

C. Obimbo inquired about the enrollment numbers and G. Klotz provided W23 *1200 had 400 students and *1050 had 250 students. F22 *1200 had 400 and S22 *1050 had 250.

C. Obimbo inquired if there has been any consultation with other departments that may be affected by this reduction in offering, and suggested this be completed before making the change.

Discussion began. It was decided to vote on the amended motion.

Motion: Change the calendar to offer CIS*1200 in Fall semester only and CIS*1050 in Winter semester only. This will only happen after consultation with any other parties that may be affected by this change, and with unanimous consent from affected parties.
(N. Bruce, J. McCuaig)
In favour (14): N. Bruce, D. Calvert, R. Dara, D. Flatla, D. Gillis, A. Hamilton-Wright, S. Kremer, X. Lin, J. McCuaig, C. Obimbo, J. Sawada, S. Scott, F, Song, M. Wineberg.
Abstain (1): M. Wirth.
Against (0): None. **MOTION PASSED**

N. Bruce outlined the issue of streamlining the project courses CIS*4900 and CIS*4910 by removing a second reader.

Discussion began. Members offered pros and cons of the second reader and the motion was amended to reflect the suggestions.

Motion: A second reader in CIS*4900 and CIS*4910 becomes optional, with the choice for a second reader made by the supervising faculty member. In the case of no second reader, the supervising faculty member is solely responsible for assigning the grade. The course application form will be revised accordingly.
(N. Bruce, S. Kremer)
In Favour (12): N. Bruce, R. Chaturvedi, R. Dara, A. Dehghantanha, D. Flatla, D. Gillis, G. Grewal, A. Hamilton-Wright, S. Kremer, X, Lin, J. McCuaig, M. Wirth.
Abstain (4): C. Obimbo, J. Sawada, S. Scott, M. Wineberg.
Against (0): None. **MOTION PASSED**

N. Bruce outlined the issue of the requirement for a final project for CIS*4900 and CIS*4910. Discussion began and an amendment to the motion was decided upon.

Motion: Revise the course application form for CIS*4900 and CIS*4910 from "A final project demonstration is normally required 1 week before exams end" to "A final project demonstration may be required by the supervising faculty member".
(N. Bruce, D. Flatla)
In Favour (15): N. Bruce, R. Chaturvedi, R. Dara, D. Flatla, D. Gillis, A. Hamilton-Wright, S. Kremer, X. Lin, J. McCuaig, C. obimbo, J. Sawada, S. Scott, F. Song, M. Wineberg, M. Wirth.
Abstain (0): none
Against (0): None. **MOTION PASSED**

5. Minglun Gong

Updates from Dean's Council Meeting on April 20th

M. Gong reported that President Yates will share the strategic plan with all Deans on May 2nd. R. Zytner has scheduled a Dean's Council meeting on that day to relay the information. If needed, M. Gong will call for a meeting to update SoCS Council.

M. Cojocaru announced two NSERC Create proposals from CEPS were supported by the University, one from Chemistry and one from SoCS. M. Gong congratulated Ali for having his proposal selected to advance to the NSERC application stage. He also updated that the incentives for faculty members to apply for NSERC Discovery Grants may not be available due to high number of applicants in the next round.

M. Cojocaru confirmed that some programs have been paused but affirmed this has not affected CEPS grad programs, although a couple have been labeled as vulnerable. A deadline of October has been given to make the program viable.

Updates on SoCS Growth Planning

M. Gong recapped the university's plan to grow Engineering and SoCS and having SoCS share a new building. He updated from an executive memo from Brandon Raco that the new plan is to let SoCS take an additional 326 students, and occupy a renovated J.D. MacLachlan building, apart from the 3 centrally booked classrooms. He announced the plan is to break ground in May (summer) of 2025 with full occupancy by September (fall) of 2027.

M. Gong responded to questions in chat that the enrollment target will remain at 200 for the coming Fall semester and that we will not share JD MCLN building with Engineering, but instead the Thornborough labs will be moved over to JD MCLN once renovations are complete. He advised that, as reported by R. Zytner, the number of international students is less than anticipated and the University target has been reduced from 500 to 300. This was the reason that the admin wanted to keep SoCS enrollment target at 200.

Consultation on the plan for organizing a retreat

M. Gong conveyed a need for a retreat in mid June at the MCTI lab to connect in person to discuss in-depth the following topics:
- Revision to Software Engineering stream (led by N. Bruce)
- Course-based programs (S. Scott, A. Dehghantanha, R Dara)
- Planning for more undergraduate students (additional senior undergrad courses, instructional support staff)

He advised that a survey to indicate availability will be sent out shortly.

Consultation on Director's Term appointment

M. Gong confirmed that soon he has to announce whether he will seek another term as Director and is asking for feedback from all members to assist his decision. He thanked Council for their support over the last 4 years and shared his excitement about the growth potential of SoCS. He declared his willingness to serve another term but added that he would be more than happy to hand over the role to another colleague.

N. Bruce suggested that positive feedback should be included as well. J. McCuaig volunteered to send out an anonymous survey.

6. Any other business

No other business.

Meeting adjourned at 2:08pm.