

**School of Computer Science
Council Meeting Minutes**

Tuesday April 27, 2021

1:00pm – 2:30pm

Microsoft Teams

Present –

Faculty: L. Antonie, N. Bruce, D. Calvert, R. Chaturvedi, R. Dara, A. Dehghantanha, D. Flatla, D. Gillis, M. Gong (Director), H. Khan, S. Kremer, X. Lin, C. Obimbo, J. Sawada, F. Song, S. Scott, D. Stacey, F. Wang, M. Wineberg, Y. Xiang;

Staff: D. Byart, K. Gardiner (recording secretary), C. Hosker, J. Hughes, G. Klotz, A. Nejedly, A. Nguyen, D. Rea, L. Zalewski;

Student Representatives: S. Adi, A. Kohut, K. Rourke;

Regrets –

Faculty: G. Grewal, A. Hamilton-Wright, P. Matsakis, J. McCuaig, D. Nikitenko, M. Wirth;

Staff: K. Johnston, J. Lange;

Student Representatives: None;

1. Approval of Agenda for April 27, 2021

Motion: That the agenda for April 27, 2021 be approved.

(A. Dehghantanha, H. Khan)

- K. Rourke requested to speak during “Other Business” on the use of technical terms within the School of Computer Science.

In Favour: All. Abstentions: None. **MOTION PASSED.**

2. Announcements

- M. Gong introduced Sara Adi, incoming SOCIS President for 2021-2022. M. Gong thanked K. Rourke for his support and contribution to SoCS Council.
- M. Gong announced that S. Kremer and D. Gillis have each been awarded Guelph Institute for Environmental Research (GIER) funding for their work on using machine learning to predict river flows and floods.
- M. Gong announced that A. Hamilton-Wright has received an NSERC discovery grant.
- There will be diversity and oppression taking place on Tuesday May 18th from 1:00 – 2:30pm.

3. Approval of Minutes from March 30, 2021

Motion: That the minutes for March 30, 2021 be approved.

(X. Lin, D. Calvert)

In Favour: All. Abstentions: None. **MOTION PASSED.**

4. Lauren Zalewski

- **Update on outreach activities**
- L. Zalewski shared that central recruitment has now sent out their third set of offers.
- Virtual Campus Day took place on March 27th with relatively good attendance.
- L. Zalewski sent out VIP cards to students who had received first round offers to SoCS. This include a message from SOCIS and GWiCS. L. Zalewski has already been in contact with some prospective students as a result of these cards.
- Virtual Spring Academic Open House will take place on May 19th from 3-5pm on Microsoft Teams Live. It will include program information and a student panel.

5. David Calvert (Appendix A)

- Updated learning outcomes for the General Degree Program (The Learning outcomes associated with leadership and group work have been removed as students are not required to take the third year group work courses. The learning outcomes that are proposed for deletion appear in the attached document in bold with a line through them (see Appendix A)
- Motion: Accept the updated learning outcomes for the General Degree Program.
(D. Calvert, C. Obimbo)
In Favour: All. Abstentions: None. **MOTION PASSED.**

6. Stacey Scott (Appendix B)

- **Updates on students and alumni awards**
- S. Scott shared that K. Rourke was selected by the College to receive the W.C. Wineguard Medal.

- It was announced that SoCS students K. Rourke, A. Gundogan and I. Wismer were selected to be inducted into the CEPS Society of Excellence for their academic excellence and exceptional contributions to the University and community.
- S. Scott shared the recipients of various Alumni Awards:
 - Medal of Achievement: Tim Bray ('81)
 - Award of Excellence: Tulip
 - Young Alumni of Honour: Erica Pisani ('16)
- The awards ceremony will take place virtually during Alumni Week on Thursday June 24th from 3-4:30pm. T. Bray will be presenting a keynote address.
- S. Scott noted that this year SoCS did not have any nominees for graduate students awards; something to think about for next year.

7. Yang Xiang

- **CEPS restructuring**
- Y. Xiang explained that the CEPS restructuring working group met on April 19th.
- On April 22nd the Dean sent an update to CEPS faculty and staff which covered what was discussed at the meeting; Y. Xiang encouraged all to read this summary.
- Y. Xiang highlighted a few key aspects from the meeting:
 - the working groups now have both faculty and staff representatives from each unit; J. Hughes is the new staff representative for SoCS.
 - the working group is now being led by an consultant from an external company rather than the Dean. This consultant will report to the Dean after the meetings.
 - The plan is to produce a report in approximately 2 and ½ months. This report will not make restructuring recommendations, rather it will outline the pros and cons of various restructuring options.
- D. Flatla asked if the report will be distributed for feedback prior to being elevated to administration. Y. Xiang will follow up on this question at the next meeting.

- M. Gong inquired if the working group will visit individual units (i.e. SoCS) to gather feedback; he was told this is to be determined.

8. Minglun Gong

- **T&P process update**
- There was a T&P information session a week ago. C. Hosker was in attendance and able share notes if requested.
- M. Gong explained that only faculty on tenure track or those applying for a promotion will be evaluated this year.
- External reviewers must be determined and applications must be submitted to the Dean's office by May 14th.
- Faculty members are discouraged from using average teaching evaluation scores in their T&P reviews. T&P committee is instructed not to consider the average numbers, even if the faculty members use them in the teaching dossier.
- This is the last year Sedona will be used for T&P review and will be replaced with a new program called Uniweb. X. Lin shared that he served as a tester for the new Uniweb program and will be able to provide feedback on how to improve it for use at the University. He shared he has already noted improvements from the Sedona program.
- **Updates from Dean's Council (Appendix C)**
- M. Gong reiterated that due to the COVID-19 lockdown, staff and faculty should work at home if possible and only attend campus to work if absolutely necessary.
- A reminder that masks are mandatory indoors on campus, and outdoors if a distance of 6ft can not be maintained.
- Grad students should not be required to attend campus by their supervisor.
- M. Gong shared that OGPS has provided an extension of financial support for CEPS graduate students whose progress has been affected by COVID (see Appendix C). Faculty members are encouraged to apply for this for their students.
- It was confirmed that grad students with existing permission to be on campus to do not need to re-apply for approval to do so.

- M. Gong shared that there is a Dean's Council working group to discuss the potential return to campus for staff in the fall. He will provide future updates on this.
- M. Gong shared that he and J. Sawada drafted a response letter for our PhD in CS review, which was submitted to the OGPS and included a support letter from the Dean's office. He is expecting the program to be able to take on students in the fall. Faculty members who plan to accept applicants to the new program can take them now under the PhD in computational sciences program without the need for choosing an AD advisor. The applicant can transfer to the new program once it starts.
- M. Gong shared that there will be a planned power outage on May 1st across campus including the Reynolds Building. If faculty have servers running on computers in the building, it is recommended they are turned off in advance of this planned outage and turned back on afterwards. M. Gong can approve these exceptional trips to campus.
- D. Rea noted that our central server infrastructure for SoCS is hosted by CCS and will not be affected.
- M. Gong reminded faculty the last day for grade submissions is May 3rd. He encouraged faculty members to submit grades early to reduce staff workload.
- The faculty search committee for the tenure track committee has been created. It includes R. Dara, H. Khan, X. Lin (nominated) D. Calvert and D. Rea (appointed). The committee has finalized a draft job posting which has been sent to the Dean's office and FASR. We are still awaiting for approval from the Provost's Office. The hope is to have the positions filled by July 1st.
- The question was raised regarding the start date of previous faculty hire T. He from last fall. This start date has been deferred twice with a new start date of July 1st. M. Gong has reached out to T. He regarding her plan to join SoCS.

9. Any other business

- There has been e-mail discussion regarding the use of more inclusive technical terms in SoCS teaching and coursework. The goal is to modernize the language to match current industry practices and avoid offense.
- S. Scott noted that she has been using modernized terms in her current course and noted the importance of a discussion with students regarding what the old terms are and why they are being changed.

- M. Gong noted that any new terms used do need to be recognized by the industry but supports change and modernization.
- K. Rourke shared that Google is considered an industry meter in the way technical writing is done. He explained that they do so in a way that is both clear, useful and without ambiguity for technical users, software writers, and users, without causing offense.
- K. Rourke reiterated the important of terms being accessible and clear. He provided resources in the chat, which can be requested for future reference.
- K. Rourke noted he has had students come to him with concerns about racialized language in their coursework, prompting this discussion, particularly “master/slave” with a recommendation to change it to “supervisor/worker”. K. Rourke also noted the importance of context when choosing these terms.
- No other business. Meeting adjourned 2:26pm.