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School of Computer Science
Council Meeting Minutes
Tuesday December 15th, 2020
11:00am-12:30pm;
Microsoft Teams

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Present –
Faculty: L. Antonie, N. Bruce, D. Calvert, R. Chaturvedi, R. Dara, M. Gong (Director), G. Grewal, S. Kremer, X. Lin, D. Nikitenko, C. Obimbo, D. Nikitenko, J. Sawada, S. Scott, F. Song, D. Stacey, F. Wang, Y. Xiang;
Staff: D. Byart, C. Hosker, J. Lange, K. Gardiner (recording secretary), J. Harwood, K. Johnston, G. Klotz, A. Nejedly, D. Rea;
Student Represenatives: A. Murcias Rios;

Regrets –
Faculty: A. Dehghantanha, D. Flatla, D. Gillis, A. Hamilton-Wright, H. Khan, P. Matsakis, J. McCuaig, M. Wineberg, M. Wirth (leave);
Staff: None;
Student Representatives: K. Rourke;

1. **Approval of Agenda for December 15th, 2020**

    Motion: That the agenda for December 15th, 2020 be approved.
    (Y. Xiang, S. Scott)
    In Favour: All. Abstentions: None. **MOTION PASSED**

2. Announcements

- A. Dehghantanha received the CFI JELF award. Congratulations to Ali.

- J. Harwood is leaving SoCS for a new position on campus starting January 6th. If faculty have paperwork to submit for defenses, please do so sooner than later. J. Hughes is scheduled to return to the position in March, with C. Hosker managing key responsibilities in the interim.

- Hiring for SoCS recruitment officer has been completed. The successful candidate has verbally accepted the offer and is scheduled to start late January.

- Teaching and service assignments for the 2021/2022 academic year have concluded. M. Gong thanked faculty members for their supports. He noted a minor change to the committee structure; the Undergraduate Program Implenentation and Academic Integrity Committee have been merged into one.

3. Approval of Minutes November 3rd 2020

Motion: That the minutes for November 3rd 2020 be approved.
(S. Scott, D. Calvert)
In Favour: All. Abstentions: None. **MOTION PASSED**

4. Approval of Minutes November 10th, 2020

Motion: That the minutes for November 10th 2020 be approved.
Discussion: Appendix A from November 10th had a typo which has now been corrected.
(C. Obimbo, S. Scott)
In Favour: All. Abstentions: L. Antonie. **MOTION PASSED**

5. Yang Xiang

- **Undergrad curriculum mapping survey (Appendix A, B, C)**

- Y. Xiang shared a presentation explaining the undergrad curriculum mapping survey (see appendix A). He explained that the purpose of the mapping survey is to create a visual map of the extent to which courses in a program teach and assess learning outcomes.

- Y. Xiang explained that the survey has been designed to minimize mapping work load, and is seeking feedback before survey execution.

- Y. Xiang reviewed the Program Learning Outcomes (PLOs) for BComp CS major, Bcomp SENG major and BComp General. He reviewed the courses that are to be surveyed as well as the suvery options (see appendix A, B, C). Faculty members will each be surveying 1-2 courses to balance the survey workload. He also demonstrated an example on how to complete the survey.

- S. Scott asked if there was an option for an "other" way for assessing a particular learning outcome and if it could be added beyond the 19 options given. Y. Xiang shared that while it is possible, it may complicate the processing of the results and asked that if faculty have additional ways, they should request to have it added as a 20th option and so on.

- S. Kremer commented that the survey is very well organized in reducing faculty workload and thanked Y. Xiang for doing this work to enable that.

- C. Obimbo noted that N. Bruce raised an important issue in the chat regarding the differences in how courses have been taught and assessed due to COVID. M. Gong responded that faculty should answer the survey based on how course would be taught normally. Y. Xiang and S. Scott agreed this is an assessment on the last few years and historical perspective on the courses.

6. Stacey Scott

- **Motion: Move for the Council to approve the proposed changes to SoCS Endowment Funded SoCS in Course Awards and Graduation Prizes (*Appendix D)*

- S. Scott continued from a previous presentation, reviewing the SoCS Awards funded by SoCS Endowment (see appendix D)

- **Motion:** Move for the Council to approve the proposed changes to SoCS Endowment Funded SoCS in Course Awards and Graduation Prizes.
    - -2 x $100 in Course Awards (highest avg in CS and SE course at 3rd year
        - -Dr. Mary Mcleigh, Dr. Ted Stewart
    - -2 Graduate Prizes
        - -Dr. Charles Chapstick: $1000 1st prize
        - -Dr. James Linders: $500 2nd prize
  (S.Scott, C. Obimbo)
  In Favour: All. Abstentions: L. Antonie. **MOTION PASSED**

7. Minglun Gong

- **CEPS restructuring update**

- M. Gong shared that the Provost has asked the Dean's office to provide an update on CEPS restructuring by December 23rd. Interim Dean G. Darlington updated the Dean's Council that N, Dery is working on a document to summarize the feedback and M. Torcoletti is analyzing budget impacts. G. Darlington does not wish to hold a large townhall but has expressed interestes to attending a SoCS council meeting in the future.

- Regarding CEPS restricting, M. Gong was able to share the two options being considered: to form 2 colleges, one for SoE and one for the other 4 units, or to stay in one college, but the Dean does not have to be an engineer.

- F. Song asked if option 2 implies an intent of SoE to split their school into multiple depts. M. Gong explained that this piece has not been discussed so far. F. Song noted that it

had been originally commented about SOE being too large and a desire to split into smaller ones. M. Gong feels that while option 1 meets everyone needs, there may be budget constraints.

- Y. Xiang wanted to clarify (as he was on the the CEPS restricting committee with M. Wells and was supposed to provide outcomes to SoCS), that the last meeting took place prior to the pandemic, and that there has been no clear communication on the activeness or discontinument of the committee.

- **New set of questions for course evaluation (Appendix E)**

- M. Gong shared a memo outlining the new questions that are to be used for course evaluations (see appendix E). M. Gong wanted to consult the council for any additional questions that should be added to the required questions.

- S. Scott noted that any questions being added should be carefully reviewed and worded as to not introduce bias. She has agreed to lead a committee/workforce if there is council interest to add questions to course evaluations.

- J. Sawada suggested the course evaluations be as simple and straightforward as possible, following the University guidelines; M. Gong agreed.

- **Additional GTA support for Winter**

- M. Gong shared that SoCS has received 6 additional GTA positions for Winter 2021.

- **USRA allocation**

- M. Gong shared that SoCS has received an allocation for 5 USRA positions, an increase from the year previous.

- **Covid-19 Supplement Funds:**

- M. Gong shared that he received an email from Saniya Kalani-Kanji titled Covid-19 Supplement Funds - Attestation Form. He asked that all faculty fill the form attached to the e-mail and send to C. Hosker. If faculty do not know their grant number, please check with C. Hosker.

- **University-wide IT strategy planning**

- D. Whittle (from CCS) sent out a survey last Thursday about what kind of IT support structure is desirable for course delivery. M. Gong expressed that SoCS has unique needs for IT support and we should make our voice heard.

- D. Rea reitereated that SoCS needs to advocated for their specific IT needs as CCS moves towards a more centralized campus-wide system. He noted it may restrict our ability to teach courses they way we want as well as financial reprocussions for the department. D. Rea will provide updates as we know more about consultation on this.

- G. Grewal noted a disconnect between those teaching and those making decisions on IT deliverance. K. Johnston noted that this is not incident based rather is an ongoing systemic issue within the University.

- **Grade submission:**

- M. Gong asked that faculty members not having final exams submit their grades ASAP and no later than Dec. 21st.

- **CSRankings.org:**

- M. Gong shared that in preparing for the CPR review next year, we can and should highlight SoCS' research profile on CSRankings.org. Currently Guelph is tied with 3 other universities on the 12th, out of 29 Canadian universities. He noted that we could further improve our rankings by making sure all SoCS faculty publications are included. D. Rea has kindly agreed to work on this and will send out request to gather faculty member publication information.

8. Any other business

- S. Scott shared an update on the SoCS digital Google ad campaign. This was approved and using the SoCS budget we have an ad running for December and January. In approximately a week and a half, our ad has been on someone's screen 30,000 times and clicked on 988 times. More updates on this ad campaign will be provided in future.

- M. Gong wanted to thank everyone for their ongoing effort and wished everyone the best for a Happy Holiday. No other business. Meeting adjourned 12:34pm.