School of Computer Science
Council Meeting Minutes
Tuesday, December 4th, 2018
1:00-2:30pm, REYN 1101

<u>**Present**</u> –
Faculty: L. Antonie, A. Dehghantanha, D. Flatla, A. Hamilton-Wright, H. Khan, J. McCuaig, P. Matsakis, D. Nikitenko, B. Nonnecke, J. Sawada, S. Scott, Y. Xiang (Interim Director);

Staff: O. Adesina, D. Byart, K. Gardiner (recording secretary), C. Hosker, J. Hughes, G. Klotz, D. Rea, L. Zweep;
Student Representatives: None.

<u>**Regrets**</u> –
Faculty: D. Calvert, R. Chaturvedi, D. Chiu, R. Dara, D. Gillis, G. Grewal, S. Kremer, X. Li, C. Obimbo, F. Song, D. Stacey, F. Wang, M. Wineberg, M. Wirth;
Staff: K. Johnston,
Student Representatives: J. Fraser, F. Hassan

1. **Information Session with Guest Speaker Robin Begin, Director of Sexual Violence Support Services -** *See Appendix A*

After rounds of introductions were made, R. Begin explained her role in Sexual Violence Support Services. She presented a power point which included the University's Sexual Violence Policy and Student Procedures, Disclosures/Formal Complaints, supporting a Student Survivor and what we can do. She noted that while situations involving SVSS are not common in SoCS, they do occur.

S. Scott asked for clarification on the point of "venue" in the policy and whether the venue had to be associated with the University to be covered under the policy. R. Begin explained that in the past it is usually a clear judgement call that has been made. She gave the example of two faculty travelling or a varsity team at an off-campus party.

S. Scott asked how to handle a student survivor who may be in the same class as their assailant. R. Begin explained that with disclosure only, not much can be done. In order for change to happen (i.e. moving the student out of class), a formal process or complaint must occur. J. McCuaig asked if faculty can accompany students to SVSS or if Robin could come to class. R. Begin clarified that yes that is fine, even when involving the police; the goal is to make the student feel as comfortable as possible.

S. Scott asked about a timeline on a formal complaint. R. Begin explained it depends on the process (i.e. whether it is criminal or not). B. Nonnecke asked for the procedure for violence that is not sexual. R. Begin clarified that this would go to campus police. He also asked if we are

able to provide assistance to alumni or ex-students who experienced sexual violence during their time here. R. Begin explained that the Human Rights policy on campus the event must have occurred within the last year, however she will get back to Y. Xiang (Interim Director) with the policy's timeline specifically for Sexual Violence cases.

A. Hamilton-Wright pointed out that when students go to the website for help, they must make a "selection" to be directed on where to get help and often end up somewhere being told they're in the wrong place and wondered if there is a better one-stop shopping resource for students. D. Flatla acknowledged that while having a policy makes us part of the process, we don't want to be able to make decisions, but would rather be able to refer students to "Centre X". He pointed out that as a male academic this is a specifically difficult position. R. explained that if students are directed to her, she can assist in redirecting them to the proper place or resource. She also noted that sometimes in residence, students will open up to males in the event of sexual violence, so it is possible they could disclose to male faculty as well.

S. Scott commented positively on policy, specifically how it provides places to educate and rehabilitate perpetrator. In past, the policy has been very harsh on perpetrators without providing them tools to improve.

R. Begin ended by handing out resource cards for faculty and staff to have available for students.

2. Approval of Agenda for December 4th, 2018

Motion: That the agenda for December 4th be approved
(M. Matsakis, A. Hamilton-Wright)
In Favour: All. Abstentions: None. **MOTION PASSED**

3. Approval of Minutes from October 30th, 2018

Motion: That the minutes from October 30, 2018 be approved. (M. Matsakis, A. Hamilton-Wright)
In Favour: All. Abstentions: None. **MOTION PASSED**

4. Interim Director's Remarks – Y. Xiang – *See Appendix B*

Heads Up on Major Events

- Today's meeting will be the last of the semester
- December 17th: SoCs Retreat at Innovation Guelph. This will be the last opportunity to gather before the holidays. After the retreat we will stay at Innovation Guelph for a small holiday gathering.
- January 2019: there will be an information session to promote CSAI

- February 2019: pending Senate approval for CSAI specialization and Cyber Security Masters Program
- February – March 2019: information session to promote Cyber Security Masters Program

It was asked how many students received the CSAI scholarship. J. Hughes noted two students received it: Arslan Kazmi and Wanrong Sun.

Revision of SoCS T&P Guidelines

We are currently still using guidelines from 2004. In 2016 the College came out with new guidelines which were rejected by SoCS. In October 2016 a motion was made in SoCS to revise the 2004 guidelines. The first draft was approved by SoCS in October 2017. The second draft was reviewed by Herb Kunze at the Dean's request and revised in February 2018. The third draft in August 2018 included a revised guideline on Teaching effectiveness to reflect on Kaplan Arbitration (June) and Tracey (AVP)'s email. The fourth draft was completed in November 2018 and submitted to the CEPS T&P Committee.

CRC Pre-Proposals

The University has been allocated three new Canada Research Chairs (tier 2 chairs). Two are for NSERC and the other is for SSHRC. CEPS made a call for pre-proposals on November 20th, due November 28th, 2018. The pre-proposals should be centered around areas of research rather than around specific candidates. It was noted that an external search is best justified by identifying bridging positions. Two pre-proposals for NSERC were submitted by the deadline, one each on Cyber Security and AI/Informatics. Y. Xiang wanted to thank S. Kremer and J. Sawada for completing the pre-proposals on short notice. He also explained that the College has the intention to pursue another for SSHRC.

Staff Office Hours

It was reiterated that the Director's suite office hours are 8:30am – 4:30pm, closed 12:00pm-1:00pm daily for lunch. It was asked that faculty please follow these hours.

4. Associate Director Graduate Studies – J. Sawada – *See Appendix C*

Grad Number Trends

J. Sawada shared that we are expecting nine new graduate students, 5 Masters and 4 PHDs. He also reminded that PHDS are to complete their QEs by semester six. He also acknowledged a delay that occurs with MSc defenses and that we are extending past our completion goal for grad students of 5-6 semesters. He also noted that the last PHD student in the old program will be done as of January 2019.

Cyber Security Update

J. Sawada wanted to thank everyone for helping with the site visit by external reviewers who provided excellent feedback on the Cyber Security Program. He shared that the external report has been received by Ben Bradshaw and is being reviewed. J. Sawada reviewed the timeline (Appendix C, page 3), noting specifically having to formulate a response to the external review and revise the proposal by December 18th.

S. Scott asked a question about responding to the external reviewer's feedback; whether or not they come back with a final say after revisions and if so, does this occur prior to the proposal being sent to the Graduate Programs and Policy Committee or Board of Graduate Studies. J. Sawada was unsure of the process. P. Matsakis noted that it likely depends on the severity of the comments made i.e. how major or minor are the issues brought up by the external review. A. Dehghantanha further clarified that the external reviews provide comments and feedback for us to respond to them but does not go back to them. The proposal is sent to the Senate with our response to the external reviewers' recommendations.

Cyber Security Lab

There was a discussion on deciding where to put the Cyber Security Lab as well as how to set it up. J. Sawada explained a proposal that was put forth to host servers in a contained environment for the Cyber lab on the 3rd floor of Reynolds. This proposal was sent to CCS and CIO Dave Whittle made the decision that CCS will host the servers. However, this is not final. K. Johnston, D. Rea and A. Dehghantanha will be meeting with them this month to point out possible risks of CCS hosting the servers. S. Scott asked for clarification of whether we were debating the location of the servers or the physical lab. P. Matsakis pointed out that when the new Reynolds building was planned it was not designed to host servers. D. Rea explained that it will depend on the discussion with CCS to determine the cost of moving the servers here. J. Sawada stated that our goal is to have what is best for the program and to teach effectively. A. Dehghantanha pointed out that if CCS hosts the servers, then SoCS will lose control. D. Flatla asked about server blocking for Cyber Security. D. Rea responded that they have been told by CCS that traffic can be segregated.

5.   Chair of Graduate Outreach Committee – L. Antonie – *See Appendix D*

Graduate preview day took place on October 20th. L. Gatto, PHD student attended and reported that we had about a dozen students make inquiries. They asked primarily about the process and application deadlines and less so about the actual program content, although some did ask about AI and data science. It was suggested for next year that we create an information handout with the process and deadlines to hand out to students.

L. Antonie reviewed upcoming planned activities, including information sessions about the new AI Program and Cyber Security Masters. The target audience for these information sessions would be SoCS students who have recently graduated or are approaching graduation. Ideally we

would have 40-50 students attend and it was suggested that faculty could provide feedback on students that may be good candidates, even if they don't have the highest GPA. O. Adesina asked clarification that these information sessions were for undergraduate students and L. Antonie confirmed this.

L. Antonie provided further details about an information session to take place at the end of January 2019. It would take place over the lunch hour and Y. Xiang and J. Sawada could present a description of the program. It would also include 2-3 minute presentations from faculty for which volunteers will be required. It was also suggested to create posters showcasing our current research.

S. Scott commented on the eligibility of students being invited to the information sessions. As the grade point cut off must be above 75%, students below and therefore not eligible for a graduate program should not be invited. S. Scott also inquired about the exact timing of the session, pointing out the OGS deadline of January 31st and an information session should take place minimum a week before. Y. Xiang noted that early January would not be ideal as everyone is trying to settle into the new semester.

D. Flatla inquired about generic graduate recruitment, as this information session is specifically for AI. L. Antonie stated that a general one has not yet been planned but can be discussed. She also pointed out that Graduate Preview day is for more general masters, and therefore helps to meet this need.

6. Any Other Business

S. Scott reminded everyone to RSVP to K. Gardiner for the SoCS Retreat taking place on December 17th, including dietary restrictions.

Meeting adjourned 2:27pm