

**School of Computer Science  
Council Meeting Minutes**

**Tuesday January 25, 2022**

1:00pm – 2:00pm

**Microsoft Teams**

**Present –**

**Faculty:** L. Antonie, N. Bruce, D. Calvert, R. Chaturvedi, R. Dara, M. Gong (Director), G. Grewal, A. Hamilton-Wright, H. Khan, S. Kremer, X. Lin, J. McCuaig, D. Nikitenko, J. Sawada, F. Song, D. Stacey, F. Wang, M. Wineberg, M. Wirth, Y. Xiang;

**Staff:** S. Brennan, D. Byart, J. DeFreitas (recording secretary), C. Hosker, J. Hughes, K. Johnston, J. Lange, A. Nguyen, D. Rea;

**Student Representatives:** S. Adi, A. Kohut;

**Regrets –**

**Faculty:** A. Dehghantanha, D. Flatla, D. Gillis, P. Matsakis, C. Obimbo, S. Scott;

**Staff:** G. Klotz, L. Zalewski;

**Student Representatives:** None;

**1. Approval of Agenda for January 25, 2022**

Motion: That the agenda for November 30, 2021 be approved.

(R. Dara, N. Bruce)

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

**2. Announcements**

M. Gong promoted the workshop “Addressing Race in the Classroom” with Tameera Mohamed and encouraged Faculty to attend a session the following day at 12:30.

M. Gong updated that P. Matsakis, who took a leave last term, will not be back for this term. SOCS has hired a sessional lecturer to cover the course CIS\*2910. D. Gillis has also taken a leave for personal reasons, starting January 7th. With assistance from Ayesha Ali in the Math department, a sessional lecturer was found quickly to cover his grad course on Data Science.

**3. Approval of minutes from November 30, 2021**

Motion: That the minutes from November 30, 2021 be approved.

(N. Bruce, R. Dara)

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

**4. David Calvert**

- **Undergrad Curriculum Changes (Appendix A)**

D. Calvert reported on the editorial changes to the calendar (Appendix A). Edits were made to the number of credits required for the SE major, to the description of the credits for Co-Op wording, and to the description of the Area of Application, which students found confusing. D. Calvert asked for feedback but none was given. Voting is not needed.

## **5. Minglun Gong**

- **Return to Face-to-Face instruction**

M. Gong conveyed that he met with Dan Thomas earlier that day and discussed concerns from students and their preference for keeping courses online. He relayed that D. Thomas shared the information from the Associate Deans' meeting and the conclusion is that the university is committed to move to face-to-face course delivery. Faculty members have the option for accommodating a hybrid option, but are not required to do so. M. Gong informed that if faculty members are experiencing short-term sickness but are able to deliver courses remotely, it can be supported, but long term changes will require approval from OHW.

M. Gong informed that the school has received Level 2 rated medical masks, which are made available in the main copy room for use on Campus. The KN95 masks will now only be available to order with Health & Safety approval as stated by PR: "KN95 masks require a fit test prior to being issued by the Stockroom. All departments must contact Environmental Health and Safety at [ehs@uoguelph.ca](mailto:ehs@uoguelph.ca) for a fit test and guidance as to who is eligible to receive an N95 mask from the Stockroom".

M. Gong added that the School has also received some Rapid Antigen Test kits. J. DeFreitas has distributed 2 packages to each faculty member teaching in person as stated on the W22 course schedule, along with printed copies of the University Guidelines for use. Faculty was instructed by M. Gong to take them home for testing, should the need arise.

M. Gong reported that graduate pods are not re-opening as they are not considered essential teaching spaces. In addition, international travel for grad students is discouraged until further notice.

S. Adi in chat asked about availability of medical masks for students and M. Gong replied that students are to provide their own masks which are available at cost in the bookstore. He explored the option of classroom monitors providing medical masks to students wearing cloth but has not been informed that this will be arranged. M. Gong reminded all present to attend the Town Hall meeting on Thursday January 27<sup>th</sup> for the latest announcements.

J. McCuaig in chat asked about the action to take if a student attends class with a cloth mask. M. Gong considered it to be sufficient to ask the student to leave but acknowledged that it was unlikely that the University would expect faculty to enforce a mask policy, which may result in a time-consuming discussion of mask appropriateness.

G. Grewal in chat asked about the schedule for office staff attendance to be available for students. M. Gong replied that the Province's Guide is currently set at remote work if possible and the University will follow that guideline and once it has been removed, staff will follow the Back to Campus plan.

- **Updates on AI Faculty Search**

M. Gong apprised that 57 applications to the job posting were received before the December 15<sup>th</sup> deadline. The Hiring Committee completed the first round of screening with 7 strong candidates and will follow up with another round of screening through short online meetings after any potential conflict of interest issues are cleared.

- **Updates on Cyclical Program Review**

M. Gong informed that the student survey has been completed thanks to S. Brennan and G. Klotz, who managed the process. He will share this and any updates to the report at a later Council meeting. He disclosed that 5 of the 6 external reviewers contacted agreed to participate with 1 unavailable. Office of Quality Assurance suggested us to find an additional one, so M. Gong will attempt to find another candidate, as well as check for COI.

- **CEPS Restructuring**

M. Gong reported that the University has set up a restructuring committee co-chaired by Richard Zytner and Karen Menard, along with 1 member representing School of Engineering and another representing the remaining 4 units. They will explore the process for the School of Engineering to set up their own separate college with the remaining 4 units combining into another one.

M. Gong explained that the university agreed to hire a consultant to work on planning the structure and budget for the 4 units as they split from Engineering. Each of the 4 units are required to provide one faculty and one staff member to the committee and SoCS members Y. Xiang and J. Hughes have both agreed to continue serving. M. Gong expressed his gratitude as they represent and promote the concerns of SOCS.

- **Tenure and Promotion Process**

M. Gong expected another LoU to be signed between UgFA and the university this week but it has not been received yet. He added that there will be more information on upcoming T&P review.

M. Gong reminded that the University has moved from Sedona to UniWeb and a co-op student is being hired to help faculty members complete any tedious work during the transfer. Tammy Oakley from FASR will visit individual units to give presentations, with the SOCS visit planned for Feb 8th.

M. Gong reported that there were some glitches in the system but is better integrated than the previous. In addition, he affirmed that instructors will be given the option for whether or not to submit student feedback.

A Hamilton-Wright in chat stated that one improvement is no longer having to search for journal and conference names in a long unsorted list; that you just have to type the name in.

- **Outreach**

M. Gong noted that the International Virtual Open House was hosted on January 11th. As advised by the ADA, he invited G. Klotz and a couple of faculty members with international education background to the event. M. Gong reported that there were many questions from participating students and he thanked G. Klotz, R. Dara, R. Chaturvedi, C. Obimbo, and X. Lin for their support with the event.

## **6. Any other business**

No other business. Meeting adjourned at 1:44pm.