

**School of Computer Science
Council Meeting Minutes**

Tuesday June 23, 2020

1:00-2:30pm;

Microsoft Teams

Present –

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

Staff: D. Byart, C. Hosker, J. Lange, K. Gardiner (recording secretary), J. Harwood, G. Klotz, A. Nejedly;

Student Representatives: A. Murcias Rios, K. Rourke;

Regrets –

Faculty: A. Dehghantanha, P. Matsakis, C. Obimbo, D. Stacey, M. Wineberg;

Staff: K. Johnston;

Student Representatives: None;

- M. Gong explained that council meetings will now take place over Microsoft Teams as per the University; Zoom should be used for lectures.
- Due to the difference in features, silence will now be considered a “yes” vote, and participants should speak up or type in comments for a vote of opposed or abstension.
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1. Approval of Agenda for June 23rd, 2020

Motion: That the agenda for June 23rd, 2020 be approved.

(D. Calvert, R. Data)

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

2. Announcements

- A. Dehghantanha was successful in his nomination for CRC Tier 2 Chair. He also received the CEPS Assistant Professor Research Excellence Award.
- S. Scheider’s PhD defense was successfully completed last Thursday. He is our first PhD graduate for the PhD in Computational Sciences program. A congratulations to S. Kremer, thesis co-advisor. Thank you to J. Sawada for chairing the exam and F. Song for serving as examiner.

3. Approval of Minutes from June 9th, 2020

Motion: That the minute from June 9th, 2020 be approved.

(D. Flatla, R. Dara)

In Favour: All. Abstentions: D. Gillis, J. McCuaig. **MOTION PASSED**

4. Business Arising from Minutes

- None.

5. J. McCuaig

- J. McCuaig presented her experiences from offering CIS*2430 in Spring 2020 (see Appendix A). She provided the following recommendations and observations:
- Expect everything to take longer in regards to planning. Be sure about your timeline and schedule upfront. Coordinate due dates as to avoid crashing servers.
- Students faced issues living with family members, internet outages, different working hours etc. These issues need to be considered for setting up missed assessment and regrade policies.
- Leave additional time to learn new software such as video streaming, chat, virtual meetings etc.
- Consider student authentication and needing to confirm who the student is.
- Use Teams for communication. Be aware that many students do not have camera/mic capabilities on their computers and will require a mobile app.
- Choose a lecture platform that supports break out groups. Smaller breakout rooms can be useful.
- Always have TA in a lecture and manage students' behaviors (i.e. interrupting instructor with questions).
- Record all lectures using Microsoft Stream.
- Jupiter Lab can let students put in code.
- Use scheduler and let students to book the TAs' time.

- Turn labs into small help group sessions.
- Require students to do the practice homework.
- Be aware that grading and in virtual assignment is more challenging than in-person. Students have tutors to help with assignments.
- Conduct confidence interviews (10-15 minutes) after assignments and plan to incorporate interview score with assignment grade in the fall.
- Multiple choice questions were used for midterms. Too many students are sharing so cannot be done at same time, with enough time in between and start and end periods. Do not rely on monitoring platforms.
- Student Feedback: preferred virtual lecture over in-person. Zybooks is appreciated, but they do not wish to pay for it.
- Due to the efforts of A. Hamilton-Wright and D. Gillis, extra coop students have been acquired, dedicated to tasks for course transition to online. If faculty have tasks that a coop student could help you with, please send email with a precise description to f20prep@socs.uoguelph.ca. It will go into a ticketing system and be allocated to one of the students as they have time. Ideally send one email for each task. Tasks are being assigned based on student experience and capabilities.

6. M. Gong

- **Committee assignments**
- M. Gong shared the updated committee assignments (see Appendix B). The only structure change was the removal of the international program committee, as per S. Scott and J. McCuaig's suggestion.
- G. Grewal: Given J. McCuaig's advice that all things teaching related will take much more time than normal, it may be helpful to reduce both the frequency of council meetings in F20, as well as to reduce the amount of committee work to essentials. M. Gong agreed with both these items. He explained that, thanks to the additional faculty members joining us and the removal of 2 committees (international program and space), most faculty members are only on 2 committees, starting Fall 2020. This is a reduction from the average of 3-4 committees in previous years.
- **COVID-19 updates**

- Those who must come to campus or research stations are now required to wear face coverings (e.g., non-medical masks). Face coverings must be worn when maintaining two meters of physical distance is not possible or predictable (for example, when in research spaces, hallways and washrooms). This applies both indoors (in shared or common spaces) and outdoors (when you are in close proximity with others). It is unclear whose responsibility it is to enforce these rules.
- A student from the School of Engineering student has tested positive. The student had contact with a COVID-19 positive case and then get tested. This student worked with 2 other Engineering students in the same lab, who being tested now. This reiterates the importance of record keeping of time spent on campus, in case there are requests for contact tracing.
- **Research phase in**
 - Starting June 29th, faculty members and their grad students may return to campus if they have pre-approved plans by chairs and dean's office. However, the university is working on assigning building managers and putting on signage in common places. We do not expect the building will be ready for researchers to come back next Monday.
 - Faculty members who interested to return to campus should follow the "Research Phase-In Framework" document and fill its checklist, which was sent out by the university previously. M. Gong hopes most faculty members can still work from home. If there are many requests for returning to campus, he will consult with D. Stacey's committee to determine the building's capacity and who get the priority. The general guideline from the university is that junior faculty members and graduate students near completion have priorities.
- **Additional GTA supports**
 - Provost plans to provide additional GTA supports for different units. The Dean's office has asked us to provide information both in terms of GTA capacity and additional GTA that we can use. There were no guidelines on how many we should request. We were latter told that the expectation is 10% of normal GTA usages. S. Kremer commented that SoCS is special in terms of using many UTAs instead of GTAs. M. Gong confirmed that we asked for 15 additional GTAs, which is about 20% of total TAs (GTAs + UTAs).

7. Any other business

- J. McCuaig shared that, through the efforts of Andrew and Dan, they have acquired five full time co-op students dedicated to tasks for course transition to online. If faculty members have tasks related to moving their courses online that

a coop student could help with, please email a description to f20prep@socs.uoguelph.ca.

- It was noted that there will be less frequent council meetings in July and August. They will be called on a need-be basis, with a minimum of of week notice.
- No other business. Meeting adjourned 1:59pm.