

**School of Computer Science
Council Meeting Minutes
Tuesday, November 12th, 2019
1:00-2:30pm, REYN 1101**

Present –

Faculty: D. Calvert, R. Dara, A. Dehghantanha, D. Flatla, D. Gillis, M. Gong (Director), G. Grewal, A. Hamilton-Wright, S. Kremer, X. Lin, J. McCuaig, D. Nikitenko, C. Obimbo, J. Sawad, F. Song, F. Wang;

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

Student Representatives: S. Modi;

Regrets –

Faculty: L. Antonie, R. Chaturvedi, D. Chiu, H. Khan, P. Matsakis, S. Scott, D. Stacey, M. Wineberg, M. Wirth, Y. Xiang;

Staff: K. Johnston, D. Rea;

Student Representatives: J. Fraser;

1. Approval of Agenda for November 12th, 2019

Motion: That the agenda for October 10th be approved

(A. Hamilton-Wright, C. Obimbo)

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

2. Karen Gordon – see Appendix A, B

- **Master's degree in STEM education**

Karen provided a high level overview of the proposed course based masters degree in STEM education. She explained that we would be partnering with Laurier as Guelph does not have a Faculty of Education nor the appropriate expertise. She noted that the Dean at Laurier is very enthusiastic and has circulated the proposal to their provost as well as the Dean of Science.

She explained that we are currently in the discussion phase of the process; gathering local buying before sending the proposal to Ben Bradshaw, Vice President of Graduate Studies. She also explained that it is course based for now, but could become thesis based down the line. She noted that there could be a lot of variations from the slides she is presenting today as we are at such early stages.

The program would be four (4) semesters long, beginning in a summer semester. This could be an opportunity for STEM based students to gain experience in education, or education based students to gain experience/knowledge in STEM.

She noted that the proposal has already gone through the CEPs Dean Council and she has already visited the math department. All department chairs are now aware. She is looking for department feedback before getting approval from Ben Bradshaw.

D. Gillis asked how many students would be expected in this program. K. Gordon estimated approximately fifteen (15). D. Gillis then asked there would be a maximum enrolment and K. Gordon replied thirty-forty (30-40) at the most between both institutions (Guelph and Laurier). She also acknowledged that there would be admin support as well as development for a mandatory first year course, for which content etc. would have to be created.

S. Kremer inquired as to job prospects coming from this program, for example where graduating students would be hoping to go. K. Gordon said it would be aimed towards students looking to teach, or could continue onto a PhD in their discipline. She also noted that other job prospects could include curriculum and academic managers. She explained that all of this is also laid out in the proposal which is she is happy to share; See Appendix B.

K. Gordon also noted that Guelph has existing courses that would qualify as education courses, so Laurier would not be exclusively contributing these. She explained that Guelph does not have enough of these courses to create our own stand alone program, hence the partnership.

J. McCuaig expressed a concern with it being a course based masters. She questioned if grad programs in CEPs would be willing to accept course based masters students into PhD programs. Currently, this does not usually happen; most PHD students have a thesis masters. K. Gordon acknowledged she was not sure as she has not yet surveyed the colleges on this point, but she knows that Engineering accepts course based masters students into their PhD programs. Both J. McCuaig and J. Sawada noted that this would still be an issue for CS as we do not usually accept course based masters students into our PhD program.

D. Flatla asked about the list of outcomes, expecting to see “teachers looking for promotion” and asked if this was a target (i.e. education professionals wanting to take a masters in CS program). K. Gordon explained that she spoke to the Dean at Laurier who mentioned this could be a possibility. She acknowledged it is a question mark and more discussions will have to take place with Laurier if this is something they want.

A. Hamilton-Wright asked about a summer semester start and how this would affect scholarships for students and whether it would disadvantage them. K. Gordon acknowledged that scholarships is not something she had yet considered. She noted that engineering students are not eligible for the same graduate scholarships as thesis based masters students but was not sure about other departments.

S. Kremer questioned the counting of graduate students which usually takes place in the fall, which benefits us, and if we would lose that advantage by starting this program in the summer.

D. Gillis asked if the education courses would be distance ed or online. K. Gordon explained that they’ve scanned Laurier’s offerings of relevant courses and estimated that approximately half are face to face and the other half are distance ed. She does not anticipate Laurier to change their offerings so technically yes, Guelph students may have to travel to Laurier to take some face to face courses. She noted this already happens with physics and chemistry students who take joint courses at Waterloo, and additionally streams etc can be setup on campus for watching lectures remotely.

- **Fall 2020 enrollment targets (see Appendix A)**

K. Gordon provided an update on Fall 2020 enrollment targets, showing the council application numbers since 2016 when she started in her role. She noted that CS applications have been going up and are quite healthy.

She also noted that we are not going to be funded the same way in the future due to government structure and the corridor system where targets have to be met and balanced campus-wide. She explained that if we go over or under our targets we will be penalized so we have to stay within the designated range.

She shared that this year the registrar has made a change in that they are actually sending out multiple offers. In previous years, if a student applied for CS and Engineering, they would be only be offered one (their first choice), until May, and then the next one and so on. This has since been deemed unethical not to consider students who have paid multiple times to apply to multiple programs. Therefore, this year all students are being considered for all programs applied for. The registrar is expecting to send out 30% more offers this year which will affect target numbers etc.

K. Gordon explained that she has spoken to M. Wells and M. Gong about SoCS current targets. Firstly, because we went so far over our targets last fall (said 215, received 280), M. Wells fought back with a target of 200, but a spot for the other 15 will have to be found. Secondly, CS and Lang School of Business are two major colleges of international recruitment. What happens is international spots take away spots from domestic students. M. Wells would like to say that if we going to take more international students (which seems to be the trend), then we would like to have an incentive to do so, i.e. revenue sharing. She is trying to negotiate that with the Provost and wants to pull back on targets this fall until such incentives are in place.

She shared the strategic plan for the college included 15% international students across the entire college (we are currently at 30%).

C. Obimbo asked about corridor targets for CS. K. Gordon replied she does not have these numbers for each program, but is going to try very hard to ensure we don't overshoot again. S. Kremer suggested a strategy for September 1 2010 targets is to look at confirmed numbers versus the September 1st target which was 76%. If we want 215 next fall we should go for 76% of that target which would be approximately 163 students. D. Calvert noted that we have exceeded our target the last five (5) years with an average of 250-260 students.

K. Gordon noted that that international student target got majorly over shot and in general is more of a guessing game than domestic students. She also noted that international applications for CS and Engineering have skyrocketed the last few years.

D. Gillis asked about corridor system. He wanted to know the plan if somewhere else in the University lowers enrolment and how does CS protect ourselves should that situation arise. K. Gordon acknowledged that Arts met their target last year which was an improvement from the year before. She also noted that they are doing creative things to recruit more students which appears to be working. D. Gillis asked how we would respond if the Arts numbers suddenly fall. K. Gordon replied we would do what we currently do which is ask for more resources. She also acknowledged this is easier said than done. She also pointed out that with a

new planning model, the corridor system may cease to exist, eliminating many of these concerns.

J. Sawada asked about the origin of the target number 200. K. Gordon explained this number came from the school before she started. J. Sawada noted that 190 or less was likely more accurate. K. Gordon shared her concern that if she says 200 instead of 215, the registrar will respond and instruct to find 15 spots elsewhere in the college.

G. Grewal asked if the school could enter into a more formal agreement, stating that we have our own penalty functions if CEPS misses the corridor. For example, 10 over would result in a certain amount of more money, a new position etc. He noted that otherwise, the students and quality of our program is what suffers. K. Gordon noted that although she thought this was a good idea, she does not have the power to do so and that is not how campus currently works; the registrar doesn't give money to colleges or departments whose numbers are over.

D. Gillis provided a worse case scenario of 300 students next year and asked if we had a plan in place that was not asking for more resources. He felt that we need a proper plan in place, along the lines of what G. Grewal was proposing. He noted that this past summer of scrambling for sessionals and teaching space should not have to happen again. He expressed a desire to see a contingency plan from the Dean's office. F. Song agreed there should be a proactive, not reactive plan.

K. Gordon said she would bring the 190 back to the Dean's office and asked about international students. M. Gong said there should be different cut off averages for domestic and international students. K. Gordon reiterated that international students are difficult to predict; sometimes for example they will accept and then never show up. She noted that we need different cut offs for the two applicant pools, agreeing with M. Gong.

3. Announcements

M. Gong welcomed A. Nejedly to the department. Her position is half academic integrity officer and half undergraduate program counsellor.

He also announced that L. Salmon is leaving the University and her last day is Friday November 15th. Lauren has worked for SoCS for 6 years and has planned and organized outreach activities such as Go Code Girl, Roboticon, Ontario Universities Fair, Fall Preview Day and Science and Engineering Sunday. M. Gong wished to thank Lauren for her contributions and wish her success in her future career.

M. Gong wanted to thank A. Hamilton-Wright and his students for participating in Graduate Fall Preview Day.

He also shared that students have been asking G. Klotz about the UofG policy on disability. He encouraged faculty to look this up under the Office of Diversity and Human Rights website.

4. Approval of Minutes from October 10th, 2019

Motion: that the minutes from October 10th, 2019 be approved.

(A. Hamilton-Wright, J. Sawada)

In Favour: All. Abstentions: Flatla.

None. **MOTION PASSED.**

5. Business Arising from Minutes

- **Clause 22.16 in previous version of CA**

M. Gong wanted to follow up regarding the requirements for sabbatical. He noted that this is not a new clause in the collective agreement. He reiterated that if faculty have a plan to take a sabbatical outside of their eligibility dates, they will need approval from the Dean to have their credits recognized.

- **Updates on PhD in CS Program**

M. Gong shared that the last time J. Sawada brought up this program, many comments and suggestions were made as well as questions about the government funding model etc. M. Gong and J. Sawada met N. Timperio and B. Bradshaw at different occasions and brought the council's questions to their attention. M. Gong was able to report back that according to N. Timperio and B. Bradshaw, the fact that we already have an interdisciplinary PhD program will not affect the government's approval of a CS PhD Program. They also shared that graduate programs are funded by head count, not how many programs the school currently offers. They also shared that our current PhD in Computational Sciences program will not be shut down due to lower numbers, as the number of students in the program does not get considered. M. Gong noted that he wasn't sure this information was enough. He thought that an option would be to have B. Bradshaw attend a council meeting in person to answer further questions. S. Kremer shared this would be a good idea. M. Gong noted he will speak to B. Bradshaw about attending.

6. Ali Dehghantanha

- **MCTI program update (See Appendix C)**

Ali noted that one of the biggest challenges the new MCTI program has faced is space. He noted that they are talking to Mary about getting a lab space in the science building. He also asked the council about suggestions on some of the program's challenges.

D. Flatla spoke to MCTI students applying to our GTA positions. We can't prohibit them from applying as per the collective agreement, but we also have no information about their financial needs.

D. Flatla also asked if other students could take MCTI courses as this is currently a grey area. A. Dehghantanha acknowledged that this question has already been greatly debated; because of certain access restrictions it's difficult to allow non-MCTI students to take their courses. He noted that that general speaking, it depends on who is teaching the course.

C. Obimbo asked about MCTI guest speakers and if faculty were permitted to attend the talks. A. Dehghantanha that information could be shared with the school when a guest speaker is coming. D. Flatla suggested that inviting undergraduate students to these industry talks may entice them into the MCTI program. M. Gong agreed this is something that could be discussed.

7. Minglun Gong

- **CUPE 3913 form**

M. Gong shared that now that J. Lange is managing the TAs, he will be holding a 1 hour TA orientation in the winter term which will be mandatory for all TAs. This 1 hour is in addition to the 3 hours set aside in the TA contracts for exams. C. Hosker asked an adhoc committee to speak to Josh about what the orientation should include. D. Nikitenko, J. McCaig, D. Stacey, D. Gillis, A. Hamilton-Wright, and S. Scott will be on this committee and so a thank you to them.

C. Hosker further explained the 3 hours set aside for exams. She noted that this was put in years ago, as a response to a situation in Fall 2017 when the school had to hire 10 additional TAs just to invigilate exams. She explained that they are now asking TAs from another course where they are not needed for exams to help with courses where there are holes, thus saving the department money. She further clarified that faculty can use the 140 hours however they like with their TAs, they just have to set 3 hours aside for invigilating exams.

- **AI faculty search updates**

M. Gong shared that while one candidate scored lower than the other three, there is still a lot of debate about which of the remaining candidates to hire. He noted that they will meet again on Friday to try and decide. As D. Chiu is retiring, M. Gong would like to argue to hire two of the three candidates before any potential budget cuts. He asked for any concerns from the council and none was raised.

- **Restructuring outreach activity at CEPS**

M. Gong shared that the Dean's office may be restructuring the positions for L. Salmon and her counterpart in SoE about who they would report to. The justification was to better consolidate the college's outreach resources. He acknowledged the concerns about this and the potential impact on SoCS. M. Gong suggested that L. Salmon's positions' new job fact sheet should still include all of the things she did to ensure that someone takes them over. D. Gillis has agreed to work with the new person on outreach activities in order to ensure a SoCS liaison and connection, but wanted to make it very clear that he does not support L. Salmon's position being moved to the Dean's office.

D. Flatla inquired about a requirement of having the candidates be CS grads. L. Salmon noted that although it could be helpful to have a CS grad in the position to help run workshops

and programming, she wasn't sure a new CS grad would be interested in event planning which is a large portion of the role. D. Flatla expressed a concern that the position would be filled by an engineer.

- **Presentation on self study report**

Due to the time limit, this will be tabled to the next meeting.

8. Any other business

No other business. Meeting adjourned 2:33pm.