Present –
Faculty: N. Bruce, D. Calvert, R. Dara, A. Dehghantanha, D. Flatla, D. Gillis, M. Gong (Director), A. Hamilton-Wright, H. Khan, S. Kremer, X. Lin, P. Matsakis, J. McCuaig, C. Obimbo, D. Nikitenko, J. Sawada, D. Stacey, F. Wang, S. Scott, F. Song, M. Wineberg;
Staff: D. Byart, C. Hosker, J. Lange, K. Gardiner (recording secretary), J. Harwood, G. Klotz, A. Nejedly, D. Rea;
Student Represenatives: A. Murcias Rios, K. Rourke;

Regrets –
Faculty: R. Chaturvedi, L. Antonie, G. Grewal, D. Nikitenko, M. Wirth (leave), Y. Xiang;
Staff: K. Johnston;
Student Representatives: None;

1. **Approval of Agenda for November 10th, 2020**

   Motion: That the agenda for November 10th, 2020 be approved.
   (R. Dara, S. Kremer)
   In Favour: All. Abstentions: None. **MOTION PASSED**

2. Announcements

- M. Gong introduced A. Nguyen, new Cyber Security Industry Liaison Officer.

- M. Gong shared that our Recruitment Officer position has now been approved. Gong hopes to see the position filled by January 2021.

- The University is looking to replace Sedona. A committee is being formed to look into options and concerns from faculty. X. Lin has been invited to serve on the committee, if other faculty members having burning concerns on this issue please share with X. Lin.

- M. Gong shared that Wednesday is Remembrance Day. While there are no on campus events, all SoCS staff and faculty are welcome to step away from their computers in the morning to reflect and remember.

- As K. Gardiner is working 2.5 days a week for SoCS, the minutes from November 3th meeting will be available for approval at the next meeting.

3. Judi McCuaig and Dan Gillis

- **Feedback on Student Wellness Ideation Session (see Appendix A)**

- K. Rourke wanted to thank J. McCuaig, D. Gillis and everyone who participated in the ideation session. He shared that many students are stressed, looking for relief and appreciate the efforts of faculty to empathize with their concerns.

4. K. Rourke

- K. Rourke noted that a few students have reached out requesting that SoCS modernize some of the language used in course content (i.e. outdated metaphors such as "master and slave" in describing certain computer paradigms) and was looking for support behind the notion of updating these terms.

- He noted that there has been an industry shift by tech companies making efforts to use more inclusive language. K. Rourke would like to see SoCS look at making similar changes in our course content.

- **Motion:** The SoCS council support faculty in removing exclusionary languate from courses and support materials.
  (J. McCuaig, S. Kremer)

- Discussion: C. Ombimbo noted that while he agrees with this idea in principal, he has concerns on how this will affect texts used (i.e. outdated textbook language being different than modernized language used in lecture) and asked if textbook revision would be required. M. Gong noted that we are only in control of our own language and does not see a need to revise textbook choices for courses.

- K. Rourke noted that students should still be made aware of his historical and outdated terms while also being taught new, more inclusive language for these concepts and that faculty should make efforts to use new terms when possible.

- **Motion (amended):** The SoCS council support faculty in removing language that is not exclusionary when possible, while still teaching the historical terms for completeness.
  (J. McCuaig, C. Obimbo)
  In Favour: All. Abstentions: None. **MOTION PASSED**

5. J. Sawada

- **Update on graduate course offerings (see Appendix B)**

- **Motion:** Delete the following six courses from the Graduate Calendar: CIS*6000 Distributed Systems. CIS*6090 Hardware/Software Co-Design of Embedded Systems, CIS*6100 Parallel Processing Architectures, CIS*6140 Software Engineering, CIS*6200 Design Automation in Digital Systems and CIS*6490 Analysis and Design of Computer Algorithims.
  (J. Sawada. C. Obimbo)
  In Favour: All. Abstentions: None. **MOTION PASSED**

- **Motion:** The council agrees in principle for adding graduate courses on the following topics: Machine Learning for Sequential Data Processing, Human Computer Interaction, Data Science and Advanced Algorithms. Instructors interested in teaching these courses will finalize course titles, develop course descriptions/outlines and bring them to council for approval.
  (J. Sawada. C. Obimbo)
  In Favour: All. Abstentions: None. **MOTION PASSED**

6. Charlie Obimbo

- **Wellness Home Calls (see Appendix C)**

- C. Obimbo shared that Wellness Home Calls were completed to almost 25% of first year students, organized by H. McNamara and P. Kelly.

- These calls took place from 11am to 6pm October 27-29. C. Obimbo called CS and SENG students and apprixmately 1200 students were called in total.

- While many students have adjusted to online learning, they also expressed a need to connect with their peers. They also expressed struggles with academic workload, the stress of using variety or formats, access to resources, anxieties around Respundus (lock down browsers), time managmenet (international students working in various time zones) as well as a need for additional support in specific courses.

7. Minglun Gong

- **Updage on Undergrad Course enrolment**

- *M. Gong shared new data that shows SoCS has 165 students. 41 international, 124 domestic.*

- Campus wide Guelph is at 87% of fall enrolment. Both CEPS and SoCS have a lower recruitment ratio than the current campus average.

- Comments were made in the meeting chat about the need for a SoCS recruitment officer. M. Gong reiterated that the job ad has been approved and is hoping to have the position filled early in 2021. He also acknowledged the challenges with recruitment taking place virtually.

- D. Calvert noted that other institutions have enhanced their recruiting efforts while efforts made by SoCS have been reduced.

- **Research Leadership Chair nomination**

- College due date is November 10th, SoCS internal due date was October 27th. We have two nominations – X. Lin and S. Scott. M. Gong is happy to endorse both nonimations and forward to the college for consideration.

- M. Gong would like to thank H. Khan and A. Dehghantanha for the efforts in making the nominations.

- **Course Evaluations for Fall 2020**

- Instructors have the option to opt out of course evaluations. Instructors who wish to have course evaluatons completed must to do so online. Instructors also have the option whether to include their results in their T&P evaluation.

- Instructors teaching DE courses do not have this option to opt out or withhold results from T&P.

- *Potential GTA Support Resource*

- M. Gong shared the Universty may be offering additional GTA support to units for the Winter semester. We are waiting to find out when we will know how many so we can plan accordingly. In the fall, SoCS recived 13 additional GTA positions for undergraduate courses and 3 additional GTAs for cyber security courses.

- J. Lange shared that so far we have 62 UTA applications and 17 GTA application. M. Gong urged faculty to talk to students and encourage them to apply to TA positions.

- The hiring committe shared concerns about TA burnout. M.Gong noted that we want to support instructors but also our student, and not overuse them as TAs.

- J. Lange acknowledged that while many TAs apply last minute, we are sitting at about a third of what we usually do for winter semester.

- **Faculty DoE and wellness (see Appendix D, E)**

- M. Gong acknowledged faculty are also feeling additional stress, and shared that not just students are feeling stress and shared a resource from John Beaton (see appendix E) with tips on how to deal with crisis and stress. He noted an emphasis on taking care of ourselves before helping others, and encouraged all members to take a look

- **Staff Workload and Wellness**

- M. Gong recognized that staff may be under additional stress as well with changing work schedules and working remotely. Staff should feel free to talk to C. Hosker or M. Gong with any concerns

9. Any other business

- D. Calvert noted that as per the cyclical review, the University has asked that we catalogue all of our courses to determine how much experiential learning is in each one. He will send out a survey due at the end of the month and encouraged faculty to participate.

- No other business. Meeting adjourned 2:36pm