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

Present –
*Faculty***:** L. Antonie, D. Calvert, D. Chiu, D. Flatla, H. Khan, S. Kremer, P. Matsakis, B. Nonnecke, C. Obimbo, J. Sawada, S. Scott, F. Wang, M. Wirth, Y. Xiang (Interim Director);
Staff: O. Adesina, D. Byart, K. Gardiner (recording secretary), C. Hosker, J. Hughes, G. Klotz, L. Zweep;
Student Representatives: J. Fraser

Regrets –
*Faculty***:** R. Dara, A. Dehghantanha, G. Grewal, A. Hamilton-Wright, J. McCuaig, D. Nikitenko, F. Song, R. Chaturvedi, D. Gillis, X. Li, D. Stacey, M. Wineberg;
Staff: K. Johnston, D. Rea;
Student Representatives: F. Hassan

1. Approval of Agenda for October 30, 2018

Motion: That the agenda for October 30 be approved (D. Calvert/D. Chiu).
In Favour: All. Abstentions: None. **MOTION PASSED**

2. Approval of Minutes from September 25, 2018

Motion: That the minutes from September 25, 2018 be approved.
In Favour: All. Abstentions: None. **MOTION PASSED**

3. Interim Director's Remarks – Y. Xiang

Major Activities at SoCS

2018 SoCS T&P performance review is completed. Thank you to the T&P committee members for their work on this.

The search committee for Cyber Security Faculty hiring has ranked candidates based on interviews and feedback and the request to negotiate has been approved. The negotiation process is now starting.

On October 16, 2018, the new Director visited SoCS which included a kickoff meeting of SoCS Strategic Planning.

On November 6, 2018 from 1-2:30pm there will be a Faculty and Staff Meeting to hear the UGFA communication on the new University Pension Plan.

On November 14 and 15th, 2018 the Cyber Security Master's Program external reviewers will be here for a site visit. S. Scott asked for clarification purposes who the external reviewers report to. Y. Xiang explained that the university wants a neutral third party to assess our readiness and the report will be sent to the university administration.

In Mid-December there will be a SoCS strategic planning retreat, more information to follow.

Academic Staff Hiring – on behalf of Andrew

There were several delays getting the postings out, they should be posted as of Friday (November 2nd) and be up for two weeks. Please let your students know, specifically graduate students or any undergrads who may make excellent TAs. Instructions can be found at http://www.socs.uoguelph.ca/taapplication and there will be a link in the "News" section of the SoCS webpage.

Term of Interim Director

The new director is to start in May 2019. The Interim Director's original term was September 1 – December 31, 2018 but has been extended to include January 1st – April 30, 2019.

Reynolds Stair Repairment

Multiple stair steps (in both east and west stairwell) have uneven metal strips causing a health and safety risk of shoes getting caught. Permanent repair is a large project that could take months therefore we should not expect this to be completed anytime in the near future. Remedial repairs will be done (within a week or two), but please use caution in the meantime when using the stairs.

Vector Scholarships in AI

Please see Appendix A, page 6.

Students can be nominated in two categories, A) Recognized AI Master programs and B) Other applied master's program), however SoCS students can only be nominated under category A (Recognized AI Master programs).

For the new Collaborative Specialization in AI (CSAI), anticipated Senate approval is early February 2019. It is important to note that successful nominees are expected to transfer into

CSAI upon Senate approval. This means they would be expected to graduate under CSAI requirements, not those of the normal SoCS MsC program and completion of course requirements may be delayed.

CSAI requirements for SoCS (see Appendix A, page 8).
Student must take 5.5 courses. This could lead to a slightly longer program completion due to spread out course availability. S. Scott expressed concern that this could create a problem regarding the delay of students graduating. She inquired to whether there were any equivalency courses that could count towards the CSAI requirements. Y. Xiang confirmed that no, students must complete the specifically named courses under the CSAI requirements. S. Kremer pointed out that the CSAI requirements were the result of negotiation and compromise between the Vector Institute and the UofG CSAI development team.

It was also noted that we need to be aware that this is a specialization and not a separate program. If it does progress to graduate studies, we will have to put forward a proposal that includes a list of faculty associated with CSAI. S. Kremer will e-mail faculty today requesting CVs for anyone wishing to be associated. Faculty can use their ECV as long as student evaluations are removed.   The ECV documents are staying within the University system. ECVs from the recent T&P process will be fine.

D. Flatla inquired if this was a repeated or single year, one-time operation. Y. Xiang was unsure as he himself is receiving conflicting information.

S. Kremer informed that because of the aforementioned government push, there is a plan for this to get really big, part of the 1000AIM initiative to have a larger target number of AI students graduate as of 2023. S. Scott questioned on whether this funding was only for Master's programs or if it extended to PHDs. S. Kremer clarified that is only Masters for now as according to the government they are looking for an intelligence based workforce and encouraging employable skills.

M. Wirth noted that if faculty wish to nominate a student, please send to Jennifer Hughes. There will be no guarantee as it is the College that decides who the "top people" are. Y. Xiang also noted that when considering a nomination, we take into consideration of all courses that the students must take.

D. Calvert asked that if students in the current semester are taking courses would they have to take these courses additionally. Y. Xiang clarified yes this is the case. D. Calvert also asked if international students are eligible for the scholarship and Y. Xiang clarified that yes, they are included.

D. Chiu asked for clarification on courses worth 0.25 credits and Y. Xiang confirmed that the CSAI requires a total of 5.5 courses where the 6-week online course is worth 0.25 credits.

4. Associate Director Undergraduate Studies – D. Calvert

Cirriculum

D. Calvert discussed adding minors to the B. Comp to replace Areas of Application. We have received only positive responses from other programs with SoCS students taking minors from their faculty (i.e. business, psychology etc.).

He also discussed developing learning outcomes for third and fourth year courses. Essentially this is just restating academic goals in a more active way. I.e. students learned *how* to program versus learned *about* programming.

He brought up the discussion of merging CIS*1000 and CIS*1200 into one course due to low numbers. It had been suggested to remove them altogether but open learning was resistant.

D. Calvert also discussed CIS*2460 Modelling of Computer Systems which is a low enrolment course. This could be because all students must take a stat course therefore aren't enrolling into 2460. It was suggested to make 2460 a third or fourth year course with stats as a prerequisite. It was also suggested to replace it with a new course, potentially with more modern subject matter but D. Calvert is hesitant as it could create a 'gold rush' of faculty wanting to teach a new course.

An update was provided on CIS*1250 Software Design 1 which has now been restricted to Software Engineering Majors due to extremely high numbers.

It was also brought up that the General B.Comp degree is to be evaluated on whether it's meeting its goals. D. Calvert noted that it is a graceful way for students to exit the program early with something to show for the work they've completed to date. It was suggested that perhaps some courses could be reconsidered to ensure that the courses under the B. Comp umbrella are "workforce-ready" (i.e. network database interface). The question of whether to leave CIS*2750 in or out of the B. Comp general program was raised, as many students have to take it twice.

J. Sawada asked about restricting CIS*1250 Software Design to one session. D. Calvert said that to expand, it would have split into four sessions. J. Sawada noted that this won't give students clear pathway to switch to Software Engineering. M. Wirth pointed out that CIS*1910 is moving to fall semester so there will be enough for students to do. D. Calvert also noted that SoCS majors are looking to take more actual computing courses in their first year. It was suggested to design a course that is less labour intensive (labs, group work) as those components can be a lot for first years. S. Scott noted that students wants programming courses and L. Antoine confirmed that students are often disappointed after first couple of lectures of CIS*1250 (Software Design) when they realize it isn't.

D. Flatla asked about specialization versus minors. D. Calvert suggested we list minors that make sense for SoCs students (business, math, economics, psychology). It was also noted that the Business school is potentially developing a minor in entrepreneurship.

D. Calvert met with CEPS Curriculum Chairs to discuss undergraduate program objectives. The idea of an all Co-op program was discussed. It could become a problem if certain students don't desire coop. There is also a potential issue if students don't finish, as they may create an unusual path. S. Kremer also noted that students need to maintain a certain average to remain eligible for the Coop program.

At the meeting with the CEPS Curriculum Chairs, the initiative to encourage more women in computing was brought up. We can ask for a scholarship to help with this but need to provide justification. Alumni and Development have expressed an interest in assisting with this initiative.

Academic Misconduct

D. Calvert explained that we as a school send a great number of misconduct cases to the Associate Dean for consideration. Most cases involve obvious collaboration which will continue to be send to the Assistant Dean for investigation. However, there is a problem with some cases where it is not clear whether misconduct has occurred. D. Calvert posed the question of whether there is a mechanism we can implement to discourage misconduct that is not so resource heavy to cut back on sending the less certain cases to the Dean.
See Appendix B, slide 5.

One solution that was put forward was implementing a policy that students must pass the final exam in order to pass the course. This would ensure the students are responsible for learning the course material. This would be most relevant to first year courses. Benefits of this policy would be a reduction of cases being sent to the Dean's office. Concerns are an increase of stress associated with final exams and a potential unfairness to students who are otherwise good students that struggle solely with exam writing.

M. Wirth pointed out that most academic misconduct problems come from CIS*1500 since it is a service course. S. Kremer also noted a concern that some skills are difficult to evaluate in an exam or for faculty to test. S. Scott explained that she already implements this policy for Software Engineering courses but because these courses have a lot of group work, she also has to ensure students pass on a combined average of individual aspects (midterms, tests etc.).

D. Chiu asked reliability of threshold, whether or not students can appeal collaboration cases. M. Wirth pointed out that upon calculation, it costs the University $1000 per case to process, often times caused by human error. It was also mentioned that McMaster has this policy in all their courses. C. Obimbo commented that this policy applies to many of his courses however enrolment decreases when students become aware that this is the case.

S. Scott commented that while at Waterloo it was researched why students engage in academic misconduct. It was found that this tends to occur when students become desperate and perhaps there is a way to mitigate this and solve the root problem. A peer program was suggested.

L. Zweep bought up Women in Computer Science. She asked that since Software Engineering is now reduced to 70, are we doing a disservice by limiting even more spots for females to enroll? D. Calvert noted an aspirational goal of the program being made up of 50% women. Right now we are about 35%.

5. Associate Director Graduate Students – J. Sawada

J. Sawada updated that there is external reviews coming for our cyber security Master program and the itinerary for this is now finalized.

The next large project will be setting up the Cyber Security Lab. CCS has agreed to host and setup all of the servers. They are currently estimating a one-time setup cost to be negotiated.

They also still negotiating what will be required in the actual lab itself. An update on this will be available in the coming weeks.

6. Assistant Director – M. Wirth

See Appendix C.
M. Wirth explained that the basement of Reynolds is not open yet, will hopefully be available for students by end of November.

0005 will be a storage room. There are also two small seminar rooms that will fit 20 students each. Every room will have a whiteboard and television; however, they are not optimal for viewing movies due to the glass walls. M. Wirth also reminded faculty that if a class becomes small enough it may be moved to Reynolds 0003 or 0004.

0001 will be a TA room or for general working when not used by TAs. 0010 is for SOCIS and other student groups. This is one of the few rooms for undergrads in the building. The undergrad lab has 48 seats and 4-5 televisions. This will open sometime next year.

D. Flatla asked about undergrad meeting rooms. M. Wirth explained that these don't technically exist, however upper year students can book 2224 or 3324 meeting rooms for projects. It was reminded that meeting rooms are to be used for meetings only.
D. Flatla inquired if student are able to use 0002 when labs are not in session. It was clarified that yes this is permitted.

It was noted that the grad pods on the 2nd floor appear to be empty most of the time. Third floor seems to get used. M. Wirth reminded faculty that if grad students aren't using their

desks they will lose their access. In six months, an audit will take place to determine who is using their desks and who are not.

It was discovered that a crockpot was being used and this is a fire hazard.

Scheduling
The winter schedule is now online. Faculty need not ask M. Wirth for their W19 schedules, they can now access through logging into WebAdvisor. Information is also available on the SoCS wiki.

7. Chair of Strategic Planning Committee – S. Scott

S. Scott provided an update on the Strategic Planning Committee. See Appendix D for Minutes from the October 16th meeting.

Monday December 17th will be the SoCS Strategic Planning Retreat.

D. Flatla mentioned that he is on a committee for Faculty Issues. He will talk to S. Scott about working together and utilizing the SoCS Strategic Planning survey for this committee. C. Hosker noted she will do the same for the Staff Issues committee on which she sits.

8. Any Other Business
No other business.

Meeting adjourned 2:27pm