

**School of Computer Science
Council Meeting Minutes
Tuesday October 6, 2020**

1:00-2:30pm;
Microsoft Teams

Present –

Faculty: L. Antonie, N. Bruce, A. Dehghantanha, D. Gillis, M. Gong (Director), G. Grewal, A. Hamilton-Wright, H. Khan, S. Kremer, X. Lin, P. Matsakis, J. McCuaig, C. Obimbo, J. Sawada, S. Scott, F. Song, M. Wineberg, Y. Xiang;

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

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

Regrets –

Faculty: D. Calvert, R. Chaturvedi, R. Dara, D. Flatla, D. Nikitenko, D. Stacey, F. Wang, M. Wirth;

Staff: G. Klotz;

Student Representatives: None;

1. Approval of Agenda for October 6th, 2020

Motion: That the agenda for October 6th, 2020 be approved.

(A. Dehghantanha, Y. Xiang)

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

2. Approval of Minutes from July 21, 2020

Motion: That the minute from July 21, 2020 be approved.

(A. Dehghantanha, Y. Xiang)

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

3. Business Arising from Minutes

- M. Gong announced that K. Gardiner, A. Nejedly and J. Lange's positions have been extended for additional year. He thanked them for their support and contribution to the school.
- Reminder that M. Wirth and D. Flatla are on sabbaticals for Fall 2020

4. Yang Xiang

- **CPR (Cyclic Program Review) learning outcome mapping (see appendix A)**
- As part of the 8 year cycle of internal reviews of academic programs, SoCS programs due for review for 2021/2022 are: BComp, SENG, General; MSc, MCTI and PhD;
- As part of the Institutional Quality Assurance Program (IQAP), the CPR includes a self-study and external evaluation. The self-study “discussion should include consideration of the learning outcomes for the program(s) in relation to the University’s learning outcomes, and how these outcomes are realized by the program(s).” External evaluation questions can be found in Appendix A.
- Y. Xiang discussed Undergrad Curriculum Mapping: Visual representation of the extent to which courses in a program teach and assess learning outcomes. This includes the following tasks
 - A. Add learning outcomes to BComp – General
 - B. Compile PLO to ULO mapping for 3 undergrad programs
 - C. Collect/compile course to PLO mapping
 - D. Collect/compile capstone projects to PLO assessment mapping
- Y. Xiang put forth a tentative plan (for feedback) including:
 - A. Qualtrics survey one per course
 - B. Key survey with question types per course (which PLOs are covered, how they are covered, assessed etc)
 - C. Compile course-program map
 - D. Compile course-faculty map
 - E. Require consultation with faculty/staff in all steps, and time/effort from faculty on taking surveys.
- M. Gong noted that there may be some overlaps in PLOs across the three programs and asked about a common set to save duplicate work. Y. Xiang explained that for mapping purposes we will likely have to do each program separately.
- Y. Xiang raised the following pending decisions:
 - A. Which courses and their projects will be surveyed as capstone projects?
 - B. What will be the survey scope on courses?
 - C. What modes of delivery should be surveyed for PLO coverage

- D. Gillis asked the timeline for the review and survey. M. Gong explained we are supposed to finish our self-study by September 2021, but the surveys for the purpose of mapping will need to take place sooner (this semester). Y. Xiang agreed the earlier the better to start data compiling etc.
- S. Kremer noted that these reviews are one of the few opportunities the school has to leverage senior administration with the help of external reviewers and suggested that during this review process we create a list of what we as a school want to lobby for.
- D. Gillis asked for a status update on the Recruitment and Outreach Officer position. M. Gong explained that while G. Darlington in support of a backfill, she is not able to authorize that decision due to the current COVID-19 hiring freeze.
- G. Grewal noted that this review was taking place currently with the review of the college restructuring and that we should obtain clarification on what the college may look like, as it may result in massive changes for staff, teaching etc. M. Gong noted that the CEPS restructuring will be addressed later in today's agenda.

5. Stacey Scott

- **Discover U of G (see appendix B)**
- S. Scott explained that all UofG outreach activities will be taking place virtually for Fall 2020 and Winter 2021.
- Discover UofG took place on September 26th. S. Scott wanted to thank all of the volunteers and shared some screen shots from the day (see appendix B). A recording of sessions from this day are also available on the UoG website.
- Fall Preview Day is taking place November 8th.
- Virtual tours are on the UofG Admissions site (some University wide, some Program specific): <https://admission.uoguelph.ca/visit-us-virtually>
- S. Scott noted that limited attendance at these events is troubling for getting word out about our school. She noted a need for a different approach and will be talking to B. Van Hyst and M. Gong about alternative recruitment strategies (e.g. social media / Google ad campaign). If anyone has ideas or suggestions please share with S. Scott.

- D. Gillis asked about a brochure. S. Scott explained that yes, over the summer, thousands of brochures went through admissions to school guidance counsellors. K. Johnston noted the information is also available on the SoCS website.

6. Ali Dehghantanha (see appendix C)

- **MCTI 2020 enrollment update**
- A. Dehghantanha shared new members of the MCTI Advisory Board: Microsoft, RBC, BMO and Orion. These companies will provide projects as well as possible funding for students.
- A. Dehghantanha provided an update on MCTI enrolment:
 - 15 registered students in Sep 2019
 - 13 completed their study on 31st of Aug 2019
 - last 3 weeks of Winter 2020 semester were moved online
 - All students summer projects were conducted remotely
- A. Dehghantanha also outlined the following program expenses:
 - Total salaries (GSA): 12,005.07
 - Total Hardware: 41,793.59
 - Total software: 4,701.65
 - Sponsoring SecTor 2020: 5,177.05
 - Misc costs: 2,34
 - Total: 66,016.7
- A. Dehghantanha shared the following student projects:
 - ISA Cybersecurity (2)
 - eSentire (2)
 - The Co-operators (1)
 - Georgian Partners (1)
 - Long View Systems (1)
- A. Dehghantanha shared the following group speakers:
 - ISA Cybersecurity
 - Cisco
 - Fireeye
 - RBC
 - Splunk
 - PWC
 - RCMP

- A. Dehghantanha shared that as of September 30th:
 - 177 applications received with CGPA of B+ or higher
 - Accepted 45 applications (12 domestic, 24 international)
 - Acceptance rate ~ 20%
 - International deferred: 17
 - 6 refused the offer and 2 dropped from the program
 - Total of 20 students registered (9 domestic, 11 international)
- All fall courses are currently being delivered online, with a hope for a hybrid delivery for Winter.
- M. Gong added that the school received the revenue share from the Dean's office before the summer; approximately 130k which will cover the cost of the program. This is great for the first year of the program. He thanked Ali and MCTI faculty members for their efforts.
- **Masters of Leadership in Cybersecurity**
- A. Dehghantanha reviewed the proposal for a Master of Leadership in Cybersecurity:
 - Joint program between SoCS and the Lang School of Business
 - 4 courses from Lang School and 4 from SoCS
 - We are in the pre-approval stage and hope to have the first batch of students in Sep 2022
- The following courses will be offered by the School of Computer Science cross listed:
 - CIS*6510 Cybersecurity and Defence in Depth
 - CIS*6550 Privacy, Compliance, and Human Aspects of Cybersecurity
 - CIS*65XY Professional Seminar in Cybersecurity
 - CIS*65XY Information Security Management and Governance (a new course 50-50)
- A. Dehghantanha noted that SoCS may need to offer one new graduate course. He also explained that we are asking for the following resources:
 - one dedicated postgraduate administrator
 - one industry liaison officer and 0.5 IT support
 - 1 course relief for the director of the program
- A. Dehghantanha also explained that the revenue received centrally will be divided between SoCS and Lang School of Business.

- **Motion: The School approves submitting the pre-approval form for a new Master of Cybersecurity Leadership (MCSL:L) program to the OGPS, with the understanding that, if the pre-approval is supported, the School will be consulted again during the development of a full proposal; See appendix for the pre-approval form.**
(A. Dehghantanha, S. Scott)
- It was clarified that the courses that are more certain to be offered are less technical than some of the other courses in the regular Cybersecurity program, for example coding courses, as this Masters program will be geared towards applicants with potentially less technical experience.
- C. Obimbo confirmed that CIS*6510 is the graduate equivalent to the undergraduate CIS*4510.
- J. Sawada shared that while he supports the program, he has concerns regarding resources and class sizes. M. Gong commented that the additional investment needed for running the MCSL:L program is low compared to the potential revenue it could generate.
- In Favour: All. Abstentions: D. Stacey. **MOTION PASSED.**

7. Minglun Gong

- **Classroom management**
- M. Gong shared news that last week, a hacker made racist remarks were made during an online U of G lecture. J. McCuaig and R. Chaturvedi also reported inappropriate student behavior during online lectures. See appendix D for slides that were presented on Classroom Management presented at the COAC meeting two weeks ago, containing useful information on Policy on Non-Acadmic Misconduct and Protocol for Responding to Students At-Risk.
- If the council is interested, M. Gong can invite the presenters from the above meeting to attend and present at a future council meeting to elaborate on these policies. The council did not express an interest in this pursuit.
- S. Kremer asked if more information was available on how this incident occurred and if there was a best practice on how to prevent incidents from occurring in the future. M. Gong acknowledged that his only source of information on the matter is the news.

- **Student wellness**

- J. McCuaig, S. Scott and D. Gillis have all raised concerns regarding student workload and stress. M. Gong shared the official University resource regarding Students in Distress (see appendix E).
- M. Gong shared that he felt he personally did not have the psychology background and would be better suited to direct students in distress to people or places more trained in these areas and encouraged other faculty to do the same and refer to policy.
- D. Gillis explained that some faculty were hoping to have a more formal discussion on this matter. He noted that the mental health resources put out by the University tend to put the onus of work onto the students.
- He explained that in speaking to students, they have expressed that they feel overwhelmed with the amount of content they receive through the online learning. He acknowledged that this was not something that has been done intentionally by faculty, rather a byproduct of the online learning environment (easy to upload material etc).
- D. Gillis also noted students sitting in front of a computer for 8+ hours a day while managing the notifications of a number of different platforms. He suggested we come together to examine all of our deliverables and how we can better help and support students, whom he is very concerned for the well-being of at this time.
- J. McCuaig shared that the feedback being received from students is not on an individual basis and that she has had close to 60 students expressing the same stress and concerns. She noted that the U of G Wellness resources are not sufficient for sheer number of students facing these issues.
- M. Gong agreed that as instructors we can recognize student concerns and be creative to reduce student workload, but in the event a student is in real distress (i.e. suicidal) they should be referred to someone more qualified.
- M. Gong also noted academic freedom concerns with UGFA and not being able to control how faculty conduct their courses.
- S. Scott noted that it is more difficult to monitor students' stress levels remotely as they do not always get to see their students to check in on their well-being. She suggested more flexibility on deadlines, re-examining course assignments, etc.

- D. Gillis proposed a separate meeting to share further ideas on these issues and provide feedback to the school.

Undergrad enrollment for Fall 2020

- This item will be communicated by e-mail in the interest of time.

- **Research Leadership Chair Program**

- M. Gong will send out an e-mail about this as well.

- **CEPS restructuring**

- M. Gong shared that the college restructuring is still moving forward despite the COVID-19 situation; SoE has been working on their restructuring plan since the summer. G. Darlington has expressed that she wants to provide the remaining units the opportunity to formulate plans as well. We will hear more on this in the near future.
- M. Gong noted that he has not been approached by SoE about their restructuring plan. Hence, he believes that SoE's plan does not involve SoCS. Through his meetings with individual faculty members during May 2019, his impression is that the majority of SoCS faculty members prefer not to be in the new College of Engineering.

8. Any other business

- Please let M. Gong know if you no longer wish to use your Reynolds office phone. This will save the department the unnecessary cost.
- M. Gong wanted to thank everyone for their support in online course delivery and wished everyone a Happy Thanksgiving.
- No other business. Meeting adjourned 2:36pm