

**School of Computer Science  
Council Meeting Minutes  
Tuesday October 24th, 2023  
1:00pm – 2:30pm  
Microsoft Teams**

**Present –**

**Faculty:** L. Antonie, N. Bruce, D. Calvert, R. Chaturvedi, D. Gillis, M. Gong (Director), A. Hamilton-Wright, S. Kremer, X. Lin, D. Nikitenko, F. Parast, S. Scott, F. Song, D. Stacey, Y. Yan;

**Staff:** S. Brennan, S. Dhindsa, C. Hosker, J. Hughes, K. Johnston, G. Klotz, J. Lange, R. Moroz, P. Patel, T. Waite;

**Student Representatives:** S. Allana, J. Varkul;

**Regrets –**

**Faculty:** R. Dara, A. Dehghantanha, D. Flatla, G. Grewal, H. Khan, P. Matsakis, J. McCuaig, C. Obimbo, J. Sawada, M. Wineberg, M. Wirth;

**Staff:** J. DeFreitas;

**Student Representatives:** None;

**1. Approval of Agenda for October 24th, 2023**

Motion: That the agenda for October 24th, 2023 be approved.

(S. Scott, N. Bruce)

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

**2. Announcements**

- A. Dehghantanha will return from parental leave on November 1<sup>st</sup> and will serve as Director for the newly formed CCF and remain as MCTI Director until the end of the year.
- Sonal Allana is the new Graduate student representative

**3. Approval of Minutes from May 9th, 2023**

Motion: That the minutes from **May 9th, 2023** be approved.

( S. Scott, R. Chaturvedi)

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

**4. Approval of Minutes from September 26th, 2023**

Motion: That the minutes from **September 26th, 2023** be approved.

( L. Antonie, N. Bruce)

In Favour: L. Antonie, N. Bruce, D. Calvert, R. Chaturvedi, M. Gong (Director), A. Hamilton-Wright, S. Kremer, X. Lin, D. Nikitenko, F. Parast, S. Scott, F. Song, D. Stacey, Y. Yan.

Abstentions: D. Gillis. **MOTION PASSED**

## 5. Stacey Scott

### Updates on Graduate Studies (Appendix A)

S. Scott reminded about major grad scholarships deadlines approaching with one that passed in September that had no applicants. She asked faculty to encourage PhD candidates to apply early next year. She outlined the upcoming deadlines (Appendix A) and hoped that students would apply. A link was provided with the slide:

<https://graduatestudies.uoguelph.ca/current/funding/scholarships>

A Hamilton-Wright added a link in chat to help with writing letters:

<https://graduatestudies.uoguelph.ca/facstaff/scholarship-resources>

Regarding grad recruiting, S. Scott reported on the reduction of support for recruitment due to budget cuts at OGPS, but the Dean's office has offered some support (Appendix A).

S. Scott put forth a motion after briefing on the QE procedure, accepting a friendly amendment on whether the Q&A period is open to observation.

Motion: Move for the Council to approve the following proposed procedure for Qualifying Examinations for both the **PhD.CSCI** and **PhD.CS** programs:

- Oral presentation from candidate -open to public (30 mins)
- Audience questions –open to public (10 mins)
- Short Break (5 mins)
- Question & Answer period – Open to observation, with questions only from examination committee (90 mins)
  - 2 Rounds, with short break between, if needed

(S.Scott, R. Chaturvedi)

In Favour: A. Hamilton-Wright, D. Stacey, D. Gillis, D. Calvert, R. Chaturvedi, L. Antonie, F. Song, D. Nikitenko, F. Khoda-Parast, S. Scott. Abstentions: None. Opposed: None  
**MOTION PASSED**

### Graduate Committee Membership Discussion (Appendix A)

S. Scott presented an issue for discussion with members. She asked for her slide shown on this matter to be disregarded as she re-worded the issue, and showed her next slide as context for

discussion. The issue, she explained, is that students are complaining about delays in progress due to lack of support from members and resulting confusion and frustration.

D. Gillis suggested working with the advisory committee and providing advice, guidance and potentially mentoring.

S. Scott shared information about the options for a student should they have difficulty with a supervisor and request to change. The department is required to supervise that student as opposed to the student having to seek out another supervisor.

A Hamilton-Wright observed that many students may not know who to reach out to if they are having an issue with a supervisor. He has been directing them to the wiki.

S. Scott indicated that more discussion is welcomed and members could email her with suggestions, other than restructuring.

### **MCTI Update (Appendix A)**

S. Scott reiterated that A. Dehghantanha returns from parental leave in November to manage the Canada Cyber Foundry and will also be managing the MCTI industry internship process, recruiting industry partners, identifying potential projects and supervisors.

## **6. Greg Klotz**

### **Course scheduling practice (Appendix B)**

G. Klotz outlined the process of course scheduling which begins 12 months in advance, with the Teaching Requests. He starts scheduling at 8 months out by entering the assigned courses into the scheduling software and he advised faculty to send him their preferences (days/times) well in advance, so it can be entered.

A. Hamilton-Wright commented that it would be helpful to know how the course was taught in the previous year when courses switch to another faculty member. He also noted the childcare conflict with the blocks of time selected by scheduling software and planned to inquire at Central about accommodating that commitment.

## **7. Minglun Gong**

### **Updates from Dean's Council Meeting on October 19<sup>th</sup>**

M. Gong reported:

- hiring requests are due to the Dean's office, they will be prioritized between units and sent to Provost where the final number of new positions will be decided

- Research Ethics Board process will be simplified to improve the approval process in terms of internationalization
- Library is dealing with budget cuts, some collections will be lost
- Research Day went well, posters were well received and the breadth of CEPS research was noticed by the VPR
- Enrollment for SoCS (Appendix C) was 262 for F23 and aiming for more in W24 cohort
- There is a new Registrar and the process for admission will be changed with decision on cutoff ratio threshold being made at upper Admin level, removing consultation with individual units on cutoff grades
- International webinar will be held for recruitment
- Graduate program information session tomorrow hosted by CEPS
- OGPS provided a schedule of the graduate admission process, with March being the busiest month. Faculty is encouraged to recruit earlier for efficiency
- Byron Sheldrick, Associate VPA, reported on the internationalization efforts, with good interest for course-based grad programs but not as much for undergrad. New agreements are in place with India University. Navitas continues to be promoted, with the promise that Units will not be forced to participate.

### **Updates on Faculty search**

M. Gong updated that 79 applications were received for the 2 regular positions and 82 for the teaching-focused position. 10 candidates were selected for both, 2 subsequently declined and 3 were considered for both. 15 online interviews were conducted and from that 4 finalists for the regular and 3 for teaching-focused will be interviewed starting Thursday.

M. Gong thanked the Faculty Search Committee for their efforts, and encouraged all faculty to participate in the interviews. The candidate CVs are available in a binder in the main copy room.

### **Survey results on hiring priorities (Appendix D)**

M. Gong shared the results of the hiring survey (Appendix) with AI and Software Engineering leading the way. He will submit the recruiting plan to the Dean's office.

### **J.D. Maclachan renovation**

D. Nikitenko and K. Johnston will join M. Gong on the Working Group and will ensure SoCS needs are heard at meetings with Physical Resources.

### **Alumni Honours & Awards event and fundraising**

M. Gong conveyed the December 7<sup>th</sup> date for this event. Adknown Inc is the recipient of this year's Award of Excellence, Nic Durish receives the Young Alumnus, and Liz Sandals receives the Medal of Achievement.

M. Gong reported on a meeting with B. Racco, R. Dara, D. Penfield where they discussed fundraising initiatives to support SoCS. These include supporting the JD MacLachlan renovation, creating a research chair position and setting up scholarships.

### **Tremaine Women in Science event**

M. Gong described the event which took place October 2<sup>nd</sup>-4<sup>th</sup> and was hosted by Chemistry Department. The guest was Jennifer Heemstra, chair of the Chemistry Department at Washington University. He noted that SoCS will host the next event and will be seeking out a woman researcher to be the guest speaker.

### **SYL course outline software**

M. Gong introduced CourseLeaf SYL, an optional syllabus management software, which is available for testing for winter and spring term and fully available for F24. He will invite the implementation team to present at the next council meeting, where concerns about copyright security can be addressed.

### **8. Any other business**

No other business.

Meeting adjourned at 2:30pm.