

**School of Computer Science
Council Meeting Minutes
Tuesday, September 17th, 2019
1:00-2:30pm, REYN 1101**

Present –

Faculty: D. Calvert, R. Dara, A. Dehghantanha, D. Flatla, D. Gillis, M. Gong (Director), A. Hamilton-Wright, H. Khan, S. Kremer, X. Lin, J. McCuaig, D. Nikitenko, C. Obimbo, J. Sawada, F. Song, D. Stacey, F. Wang, Y. Xiang;

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

Student Representatives: S. Modi;

Regrets –

Faculty: L. Antonie, R. Chaturvedi, D. Chiu, , G. Grewal, P. Matsakis, S Scott, M. Wineberg, M. Wirth;

Staff: K. Johnston;

Student Representatives: J. Fraser;

1. Approval of Agenda for September 17th, 2019

Motion: That the agenda for September 17th be approved

(J. McCuaig, A. Hamilton-Wright)

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

2. Ali Versluis

- **Supports from OpenEd Resources Library (See Appendix AAo)**

Ali explained that textbook have increased in price at three times the rate of regular inflation. She also noted that while a cost like tuition is set, the cost of course materials can fluctuate and therefore can make it hard for students to budget for. She introduced the option for faculty to migrate their self-created textbooks or course materials into more accessible, open formats while still preserving copyright.

C. Obimbo asked what it would look like to migrate textbooks. Ali explained that the position is new and they are still working out the kinks. She said it depends on the kind of support needed to determine what processes would be followed.

3. Approval of Minutes from July 9th, 2019

Motion: that the minutes from July 9th, 2019 be approved.

(A. Hamilton-Wright, Y. Xiang)

In Favour: All. Abstentions: D. Flatla, S. Kremer, J. McCuaig.

MOTION PASSED.

4. Announcements

M. Gong welcomed T. Archbold to SoCS as the new graduate program assistant who will be with us for a year covering J. Hughes' maternity leave. He also announced that H. Khan has been moved to a tenure track position as of August 2019.

He announced that A. Dehghantanha is nominated by the University for CC tire II position. He also announced that J. Sawada has been selected to be a member of the NSERC evaluation group. G. Grewal won a best paper award at the Field Programming Logic 2019 Conference. R. Dara will be a panelist at the upcoming Waterloo Symposium on Technology in Society.

5. David Calvert

- **Learning outcomes for senior courses**

D. Calvert explained that everyone should have received these, which were collected by various sources. He noted that he had requested comments but only received two. He also noted that some courses have more learning outcomes than the original 4-7 and asked the council if they thought this was problematic. S. Kremer responded that at training they were told that the learning outcomes can't be too nitty gritty or the class becomes inflexible. He noted that while more descriptive detail makes sense for first and second year courses, third and fourth years should stick to four. He noted that some had as many as twelve which seemed excessively prescriptive and detailed in a bad way. He suggested condensing these and covering overarching ideas for these courses. D. Calvert responded that he is fine with this suggestion and that some learning outcomes will be returned to faculty to be shortened and described more generally.

- **Business for Curriculum Committee**

D. Calvert had a few minor updates. He explained that for merging CIS*1000 and CIS*1200 into a single course, the actual change isn't hard but there is difficulty in communicating the change and having the University update the calendar.

He also shared that the committee is considering a general three year undergraduate program. He explained that this may be desirable if we plan to increase admission numbers as a "pressure release valve"; a graceful way for students to graduate and exit the program if they are struggling to complete the full four years.

He also shared that the Associate Dean is now promoting a summer academic semester. It was previously cut due to budget restraints but they now wish to reinstate it. Dave C. is working on a financial plan to execute this. He noted that that we need to see how to manage our curriculum to accommodate the potential permanent growth of the program, including more senior courses.

C. Obimbo asked about summer courses and how they would be funded. D. Calvert explained that because some courses have been split into two sections, we are able to move one of the sections from a winter or fall to a summer semester at no cost. He also explained that we should aim to offer five computer science courses, three or four of which would be new (and thus require funding) but the others would be moved from other semesters.

D. Rea noted that the summer semester is often used for lab maintenance and that Distance Ed courses would be easier to manage for the IT team. D. Calvert explained that the summer semester would only have about 3 courses requiring lab work.

C. Obimbo noted that courses were split into multiple sections due to high numbers so moving on to the summer semester won't help manage the growth. D. Calvert explained that the courses were split into multiple sections to accommodate coop schedules, not because of numbers. He also noted that moving sections to the summer semester will only really affect second year students. He explained that everyone in the coop program is competing for positions in the summer months. This way, the coop placements will be spread out across the entire calendar year.

D. Flatla asked about the possibility of two compressed summer semester. D. Calvert explained that it would be a regular summer semester, although the University does have six week courses so it may be possible for us to look at the same.

S. Modi asked for clarification on how the coop schedule would be affected by a summer semester. D. Calvert explained that first year would remain the same. In second year, everyone takes the fall semester together and then would do their coop in the winter, followed by classes in the summer. Essentially semesters 4 and 5 are affected.

6. Joe Sawada

- **Grad program updates (see Appendix B)**

J. Sawada shared an update on graduate number trends, including 6 new masters students and 6 new PHD students for a total of 62 current grad students, 15 of which are in cyber security. He also shared that we have 26 international students, 36 domestic, 21 PHD and 41 Masters. He noted that our program is growing but our space isn't. We currently have a shortage of 4 grad pods which is currently being resolved by prioritizing PHD students and then having two "first come first serve" floater desks for the six new masters students. Once students graduate, new pods will be assigned. He is expecting several defenses in the next month which should help with this issue.

J. Sawada asked faculty to remind students to initiate their progress reports for S19. He explained that there is a new online process to complete this but faculty should still sit down with their students to review. He shared that the committee has only received 12 reports with 40 still outstanding and that the committee can't meet to review without them.

S. Kremer asked if there was a way to find out which students have completed and which have not. T. Archbold shared that a reminder to students went out yesterday with instructions and another 5 have come in today.

J. Sawada shared that on the curriculum front, a Co-op option for the course based masters is being looked into so stay tuned. He also shared that there has been some interest in getting back the old SoCS PHD program.

- **One Health Collaboration Specialization (see Appendix B)**

J. Sawada explained that this is very similar to the A.I. specialization and that there is very little overhead for SoCS to get involved. M. Gong added that if we wish to participate, we need to let them know by September 30. We will also need the CVs for any faculty who are interested and the number of students they supervise.

M. Gong also shared that D. Stacey was asked to sit on the One Health advisory board. D. Stacey explained that it is very broad and includes animal, human and environmental health. The board really wants SoCS to participate in doing research because many faculty already are as well as collaborating with OVC, and this could lead to some faculty getting onto larger grants.

D. Calvert asked if this was something that would be recognized on a student's transcript. J. Sawada noted it would be similar to A.I.. He thought it would be recognized on their transcript but wasn't sure. D. Calvert also asked if the course based masters was meant to be distance ed or in class; M. Gong confirmed it is meant to be in class.

7. Report from SoCS Committees

- **Voting result for new T&P Guidelines**

M. Gong shared on behalf of P. Matsakis that two thirds of the votes were in support of the new T&P Guidelines and they will be in place for 2020. S. Kremer confirmed that they still have to go through the Dean's office as well as Provost. M. Gong explained yes and approval from these is expected.

M. Gong shared on behalf of M. Wirth that 0004 has been assigned to sessionals and post docs and is not a viable TA space. 0001 is for TA use and if furniture is moved, it is asked that it be put back. There was also a reminder e-mail sent by M. Wirth about keeping office doors open when meeting with students.

D. Flatla shared that we hired 80 TAs in the last week and questioned how they can all use one room. He wanted it recognized that the space doesn't line up with the numbers. M. Gong said he will speak to C. Hosker and M. Wirth. L. Salmon suggested using 1103 for TA space as it is often empty. It was noted that Coop was moved from 1103 to 0003 which takes that space away from students. M. Gong also noted that the meeting rooms on the second and third floor could be used. J. McCuaig expressed support for L. Salmon's idea of using 1103 as well as 0001 for TA space, since students can't access 2224 or 3324 after hours. C. Hosker asked about moving Coop back into 1101 and giving that basement space back to students. M. Gong noted these are all good suggestions and that he will revisit this issue.

8. Minglun Gong

- **Student enrollment and supports**

M. Gong shared that current undergrad enrollment is 277 first year students. This is lower than the 291 that was reported in June but is still much higher than our target. He noted that the Dean has given us two additional sessional positions as well as new staff (program counsellor and academic integrity officer).

S. Kremer asked about academic integrity procedures currently in place for the fall semester given the vacancy of the position. D. Calvert explained that right now there is no procedure in place. S. Kremer expressed concern as he has an assignment due in 11 days and students need the academic integrity system reviewed with them by now. C. Hosker shared that the posting comes down on Wednesday and interviews will take place the first week in October. D. Calvert noted that it was asked about hiring a grad students but none were available.

D. Stacey noted that she has a class of 400 students and will have to have her 4th year undergraduate TA to assist her. M. Gong said he was supportive of undergrad students completing this work so long as there is no conflict of interest. C. Hosker asked that if faculty who need help have any names of people in mind to let her know. J. McCuaig and S. Kremer expressed that they can and will provide her some names. J. McCuaig also noted that we have a regulation to check students work, so every faculty will require assistance.

S. Modi noted that that we don't have a space large enough to host graduate students events.

An update was shared that O. Adesina's position will be filled but they will not be doing academic integrity, rather they will support TAs and sessionals as the instructional support coordinator.

- **Committee assignment**

M. Gong noted that a draft of committee assignments has been shared with faculty. It will be adjusted and sent out again.

He also reminded the council that the Director's suite hours are 8:30am– 4:30pm and closed from 12:00pm – 1:00pm for lunch and asked that these hours be respected. He also reminded that P&M staff members are required to post their office hours by their door.

He also shared that if planning on using Click Signs to print midterms or exams, please refrain from doing so in colour as Click Signs is very expensive. Please let K. Gardiner know if you are planning to print large quantities using the staff copier so paper can be sufficiently stocked.

- **AI faculty search update**

M. Gong shared that the preliminary screening for this process is complete. They had about 100 applicants which was shortened to a list of 9. Skype interviews will begin on Friday and then 3 or 4 candidates will be invited to come in person sometime in October.

9. Any other business

J. McCuaig shared that the TA award was given to grad student Nic Durish.

S. Modi inquired about accessibility access to Reynolds including card access. He will contact C. Hosker to follow up.

No other business.

Meeting adjourned 2:18pm.