<p style="text-align:center">**School of Computer Science**
Council Meeting Minutes
Tuesday September 26th, 2023
1:00pm – 2:30pm
Microsoft Teams</p>

Present –
Faculty: L. Antonie, N. Bruce, R. Chaturvedi, D. Flatla, M. Gong (Director), S. Kremer, D. Nikitenko, F. Parast, S. Scott, Y. Yan;
Staff: S. Brennan, J. DeFreitas, S. Dhindsa, C. Hosker, J. Hughes, K. Johnston, J. Lange, R. Moroz, P. Patel, T. Waite;
Student Representatives: S. Allana, J. Varkul;

Regrets –
Faculty: D. Calvert, R. Dara, A. Dehghantanha, D. Gillis, G. Grewal, A. Hamilton-Wright, H. Khan, X. Lin, P. Matsakis, J. McCuaig, C. Obimbo, J. Sawada, F. Song, D. Stacey, , F. Wang, M. Wineberg, M. Wirth;
Staff: G. Klotz;
Student Representatives: None;

1. **Approval of Agenda for September 26th, 2023**

   There was no voting at the meeting due to lack of quorum.

2. **Announcements**

   - M. Gong welcomed new members of the SoCS community Fatemeh Khoda Parast, the new Faculty member on the Cyber Security team, Simar Dhindsa, the new Graduate Program Assistant for the MCTI program and Jesse Varkul, the new Undergrad Student Representative and President of SOCIS. They each introduced themselves to the group. Susan McCormick was thanked for her support in covering the MCTI GPA position and training the new GPA.
   - D. Rea is on secondment until July 30th 2024 and his position was posted.
   - There are Faculty retirements in process – F. Wang at the end of September, D. Stacey at the end of January and D. Calvert in April.
   - J. Sawada, X. Lin and C. Obimbo are on sabbatical F23/W24.
   - A. Dehghantanha is on parental leave until March and Y. Yan returns from maternity leave in October.
   - In the interest of the environment, please check your mailboxes and unsubscribe to any unwanted magazines etc. J. DeFreitas can assist with any cancellations.

3. Approval of Minutes from May 9th, 2023

There was no voting at the meeting due to lack of quorum.

4. Stacey Scott

Updates on Graduate Studies (Appendix A)

S. Scott confirmed her new roles as Associate Director of Graduate Studies and Interim Director of MCTI Program. She shared Graduate enrollment updates, and MCTI goals related to processes (Appendix A). She thanked J. Hughes for support in coordinating all the graduate activities along with the Progress Committee.

Reminders:
- Seminars are not meant to be like an exam but a public seminar with a less formal process.
- Masters seminars should be held in the 4th, PhD in the 3rd, QE between the 5th and 7th semesters.

Updates MCTI (Appendix A)

S. Scott updated the MCTI enrollment numbers and outlined challenges to planning for the semester. She described some of the actions already taken to make the F24/W25 process less difficult.

D. Flatla asked about the proposed deposit for holding a spot in MCTI and S. Scott informed that she is working with B. Bradshaw to clarify the provincial rules about partially refundable deposits.

D. Gillis in email asked about transparency regarding the support that MCTI provides for the School. S. Scott assured that there is a plan for a SharePoint site or other accessible site when she has begun working on it.

5. Purvi Patel

Updates on Outreach Activities

P. Patel outlined the activities her team is engaged with as Fall is the peak recruitment time of year.
- Ontario Universities fair October 21/22 – she asked for a Faculty/Program Counsellor volunteer for this event
- STEM webinar October 28th – recruiting international students
- Fall Preview Day, Campus Open House is Sunday November 5th
- Science and Engineering Open House is Sunday November 12th

- New Marketing Coop student is now in Dean's office – Kylie Riches- who will manage the social media channels. Please send your content to her.

6. Jesse Varkul

Long Term Vision for Computer Science Clubs (Appendix B)

J. Varkul presented the achievements of the SOCIS club and its associated clubs for F23 and his plans for the coming year. He hopes to improve the clarity of processes to allow for smoother transitions of leadership from year to year. In addition, he plans on connecting the clubs to the School by improving communication through a new Outlook email and website.

7. Minglun Gong

Updates from COAC Meeting on August 2nd

M. Gong reported on the meeting held due to concerns about teaching capacity as the VRIP program is initiated. The COAC share concerns on the lost of teaching capacity and sent an open letter to the Provost, requesting funding for hiring sessional lecturers to cover teaching tasks. The Provost's feedback was that the University will approve funding for Sessionals for retirement vacancies but on a case by case basis.

Updates on Fall 2023 Enrollment

M. Gong announced that undergraduate enrollment for F23 was 275, less than the projected 300. In addition, the 100 international students projected actually fell short at 55, which is partially due to visa issues. The W24 numbers should increase from the fall deferrals and also transfer students, so Bradley Minaker, the Interim VP, Institutional Research and Planning, is willing to provide funding to offer CIS*1300 and CIS*1910 in W24 and CIS*2500 in S24 to accommodate. M. Gong considered that offering these courses fits our long term goal of offering summer academic term. The new Faculty hires could potentially teach these courses.

Updates on Faculty Search

M. Gong informed that there will be 3 new faculty hired which will increase teaching capacity for grad and senior undergrad courses. First screening has been completed and interviews will be conducted this week and next week with final selection full interviews to be held late October/early November, for a January start.

Consultation on Areas for Replacement Positions

M. Gong reiterated that 3 faculty members will retire soon, F. Wang at the end of September and D. Stacey and D. Calvert in January and April 2024. He thanked them for their service to our school.

F. Wang's position is being replaced through the current hiring process. M. Gong requested consultation with the faculty regarding hiring areas for potential future hires.

Consultation on SOEs Proposal on Funding Supervised Students

M. Gong brought a proposal to Council that would see Co-Supervised SOE/SoCS students able to receive 2 GTAs by working at SoCS in addition to SOE.
J. Lange expressed concern if the additional TA would be counted in our growth figures. S. Kremer also had concerns that SoCS should not provide 2 GTAs but share with SOE, 1 each. M. Gong will look into these concerns and update at next meeting.

Updates From Meeting with the Dean on September 13th

M. Gong met with the Dean to discuss filling the positions vacated through the VRIP program. He reported that for Units that are growing, the positions are expected to be replaced. There is still a formal approval process so M. Gong will consult with Faculty, through an online survey, for the research areas to be prioritized for hiring.

6. Any other business

No other business.

Meeting adjourned at 2:33pm.