School of Computer Science

SoCS Council Meeting Minutes

Tuesday, December 1, 2015
1:00 – 2:00 p.m. (One-hour meeting)
Reynolds Room 219

Attended: S. Kremer (Director), B. Gardner, P. Matsakis, B. Nonnecke, C. Obimbo, J. Sawada, F. Song, F. Wang, Y. Xiang, S. Cantlon (Recording Secretary), G. Klotz (Program Counsellor), K. Johnston (Systems Analyst).

Absent: R. Dara, D. Calvert (on leave), D. Chiu, D. Gillis, G. Grewal (on leave), X. Li, J. McCuaig (conflict), D. Stacey (on leave), M. Wineberg, M. Wirth, D Byart (Undergraduate Program Assistant), L. Zweep (Recruitment Officer).

1. **Approval of Agenda**
   There wasn't quorum at the time of request for approval of the agenda.

2. **Approval of Minutes from November 3, 2015 Meeting**
   There wasn't quorum at the time of request for approval of the minutes.

3. **Business Arising**

   a) <u>Faculty Hiring Committee</u>
   The Faculty Hiring Committee at the last meeting indicated a short list of 20, and that short list is 15 now. Each person came up with a top 20 list, and then the committee identified commonalities in the list. There were 4 out of 5 candidates that all members listed in their top listing. The next task in about two weeks is to sort individually the top 15-ranked list and compare in the meeting to come up with top 10 or so. At which point, they would like to proceed with letters of reference, interviews, presentations, and teaching evaluations. They want to bring in people for Jan/Feb timeframe. They want to look at about six people for the two positions we have. But they will look to see if there is a natural gap in the rankings and determine how many to bring in.

   b) <u>DOE forms</u>
   S. Kremer said that DOE forms went out with a deadline of November 9. Most forms have been submitted to the office but if you are one of the handful that have not, please do so now, as the Dean's Office is asking. We will need to have a cut off at which we need to send it in and you would look bad for not having submitted it.

   c) <u>W16 Sessional Postings</u>
   There were to be two sessional postings. Deb Stacey has graciously agreed to do CIS*3100 and CIS*2500 was posted.

   d) <u>Multiple TA Assignments</u>
   At the last meeting, S. Kremer gave explanation of the new TA rules for teaching assistants for courses and he indicated that this came out of Faculty and Staff

Relations. It actually comes out of Ontario Council on Graduate Studies. They think graduate students should be students first, teaching assistants second. FASR has been heavily trying to enforce this. There are rare cases that exceptions can be granted and S. Kremer wants to use these for emergency cases, (ill student, workload issue on TAs that we have – in these cases it would be a big advantage for the students and Instructor to have an existing TA with experience take this on). This issue has posed some consternation for some existing TAs that were hoping to have multiple positions. S. Kremer followed up with FASR on this issue and they are firmly entrenched on that issue.

A faculty member stated that it was hard in the past that we haven't had enough students that wanted TAs, so the issue should be very small. S. Kremer responded that they should talk to the students that have told him they would have to drop out. The faculty member said their supervisors should be concerned with them doing two TA jobs. S. Kremer indicated that some students say that they would have to work, which would be less productive. He is not unsympathetic to that.

4. **Director's Remarks – S. Kremer**

a) eCV Update for MSc Review
S. Kremer asked faculty to please update their CVs by Friday. It needs to be the Lifetime CV. Originally, we produced a report for OCGS as part of our unit review. This lead to the creation of our new PhD program. But, they never received a report on our Master's program. Recently, OCGS asked about the Masters review. They want to close this file under the old system of review that was before that last internal review. A. Clarke, Sheryl Cantlon and S. Kremer are pulling statistical information, including the number of students, eligible and ineligible, and how many have graduated. However, there is one part that we need your help with and that is updating the eCVs. There are two narratives, and we need the narratives on the Lifetime CV. He asked faculty to place emphasis on the Lifetime version, not the two-year version. His hopes is that faculty are updating one year of work because they would have done eCV a year ago. He noted that unless they have been very productive, hopefully it won't be too much work. There were a few people in last round in eCV that included commentary in the narratives that said how hard it was to work in eCV, please remove that for the reviewers so they aren't privy to our internal issues, which he sympathizes with.

b) SoCS Holiday Party
We are having a holiday party that is being organized by Kyle Johnston and Lauren Zweep. We are inviting TAs and Sessionals to this so we will have an opportunity to thank them for their work. It will be a drop in event on December 16 from 3:00-7:00 at Baker Street Station. The food will be covered by the School, and any drinks should be covered by individuals. A formal invitation to come out shortly.

c) Grad Recruitment Funding / Event
S. Kremer noted that we have heard a little bit about additional funding. First we need to bring the students here. The University created a fund and individual units were able to apply. S. Kremer sat down and wrote out the proposal, that included the new PhD program, that the website needs work and the MSc program needs growth. Because of this, S. Kremer got $10,000, and other units in College also took this approach and

should have got it. The $10,000 was approved and Dean's Office made a request at Deans Council and it got approved that they will take 10% of the $10,000. This would be used for an event to bring students here by bus from other Institutions here for a recruitment event. They talked about doing this in January before students get too busy. They talked about it for next fall for the next round. They are looking for graduate student volunteers that can speak positively about our program. If you have any that are articulate and can speak positively, please let us know.

d) Go Code Girl
Lauren Zweep would be announcing this but she isn't available. S. Kremer noted that she is organizing a Go-Code-Girl event. In the past you may have heard about a Go-Eng-Girl event. Lauren is adapting that to recruit female high school students to our program. The event is happening February 20. We have alumni lined up to speak to the students, and there are break out sessions for the parents where we can talk to them about how great it will be to have their kids in the program.

e) Dalian University Visit – Fei Song
S. Kremer called on Fei Song to talk about the Dalian University visit.

F. Song said this was the second visit. The first one took place two years ago in November 2013. After that, we developed a joint 2+2 program and it was signed in October. This second visit was to celebrate that. They invited ENGG, MAST and CPES to discuss possible collaboration with the undergrad program and research collaboration. He learned that DNU also have a College of Information and Communication. Both have overlap with us and could open more opportunities for colleague exchanges. David Swayne has gone there before and Bill Gardner will go next year. Others may have interest and he will help them. Also in meeting, they talked about courses that they have and talked about parallel programming. They talked about teaching lower year students, and increasing interest in Guelph. This is something for people to keep in mind if they want to visit. There was discussion on this.

5. SCR&P Committee - Kyle Johnston

a) No Machine Demo
K. Johnston demonstrated connecting to and using NoMachine for the faculty. He explained that we are evaluating using this as a replacement for the SunRays and are looking for feedback from faculty to help make our decision.

SCR&P is looking at replacement for SunRays, hoping for 2016… No Machine is an option and is essentially a desktop client that has support for Linux, Windows, and Mac. Students from the laptop, phone or Pi, can access this anywhere in world. With this, it gives you a shinier interface as well.

K. Johnston demoed the free client version. There is also a web browser interface.

b) Lab Setup
K. Johnston asked faculty to have any requests for software for the labs or for servers in to him ASAP so he can have everything ready for the start of the winter semester.

Soon it will be W16, so if anyone has any special requests for Winter 2016, please get it to him by end of next week.

6. **SoCS News - D. Gillis**

   a) Crowd Funding
   K. Johnston spoke as D. Gillis could not attend. The crowd sourcing for Roboticon and Farm to Fork was successful. He sent out an email this morning and there are matching funds from Dean's office.

7. **Any other business.**
   There was none.

Meeting adjourned