

**School of Computer Science
Council Meeting Minutes
Tuesday, May 10, 2016
1:00 – 2:30 p.m.
Reynolds Room 219**

Attended: D. Calvert, D. Chiu, B. Gardner, S. Kremer, P. Matsakis (Director), J. McCuaig, B. Nonnecke, C. Obimbo, J. Sawada, F. Song, D. Stacey, F. Wang, M. Wineberg, M. Wirth, Y. Xiang, D. Byart (Undergraduate Program Assistant), S. Cantlon (Recording Secretary), J. Hughes (Graduate Program Assistant), K. Johnston (Systems Analyst), G. Klotz (Program Counsellor), L. Zweep (Recruitment Officer).

Absent: D. Gillis, G. Grewal, X. Li (on leave).

1. Approval of Agenda

Motion: C. Obimbo and D. Calvert
Motion carried unanimously.

2. Approval of Minutes from March 8, 2016

Motion: M. Wirth and S. Kremer

There was some discussion:

W. Gardner noted that in most of these three meeting minutes, there are a lot of entries such as “faculty member said” instead of a faculty member’s name. Personally, if he has said something, he will go back and check so when they are anonymous, it is hard to check against their memories.

P. Matsakis agreed to change that in the future and include all the people’s names in the meeting minutes.

All in favour: one abstention.
Motion carried.

3. Approval of Minutes from March 22, 2016

Motion: M. Wirth and S. Kremer
All in favour: one abstention.
Motion carried.

4. Approval of Minutes from April 26, 2016

Motion: M. Wineberg, F. Song
All in favour: four abstentions.
Motion carried.

5. Interim Director's Remarks – P. Matsakis

a) Opening Remarks

Pascal noted there were at least four other people that submitted their names to serve as the Interim Director. He doesn't feel more knowledgeable than them. He told A. Vannelli, he doesn't know how things work at the University. People will have lots of questions and he won't have the answers right away, and he will make mistakes. People will need to help him. He said thank you to Stefan for helping him with questions and thanked him for not leaving as he will still need him for a while. On day one (this is his day nine), when he came back from two weeks of vacation, there were lots of emails and requests waiting for him. He is behind and he thanks everyone for their patience.

b) Staff

Back in February, Fangju stepped down as Graduate Coordinator and they were looking for a Graduate Coordinator. Pascal said that he didn't have good memories from when he was Graduate Coordinator 10 years ago as he didn't feel he had much help and he didn't know who to ask for help and didn't know how to twist arms. A. Vannelli told Pascal the Graduate Program Assistant position was available, we can post it anytime, and M. Torcoletti can help. So Pascal said post it.

Pascal noted that he didn't know and didn't want to know why the position had not been posted before. A. Vannelli said we can have K. Mooibroek until we find a Graduate Program Assistant, and Kate helped a lot. Without her it would have been very difficult.

So this assistant position was posted and there was a hiring committee. There was K. Mooibroek and M. Torcoletti and Pascal (as the Graduate Coordinator) on the hiring committee. There were 36 applications. M. Torcoletti picked his top ten, K. Mooibroek picked her top ten and P. Matsakis picked his top ten. Then there were six people in common. There was one CV and interview they were all very impressed with and that was Jennifer Hughes. And now she is here. It is her day two, so be kind.

A. Vannelli and M. Torcoletti also said we can have a part time clerk right away (M. Torcoletti said full time is difficult.) Engineering has this and Engineering had a lot of applications. So Pascal said post the position. It took some time, but it was posted this past Friday. It will be part time from June 1, 2016 to May 31, 2017 and it will be posted for one week. It will be temporary and here are the duties (Stefan and Sheryl worked on this posting long ago):

- providing backup support to Administrative Secretary and to Undergraduate and Graduate Program Assistants;
- providing general assistance to students, visitors, and faculty;
- taking and distributing meeting minutes;
- helping to maintain electronic access system for building;
- distribution, collection and verification of various forms;

- assisting with processing of expense and petty cash claims;
- processing purchases and depositing revenue remittances;
- completing special projects and assisting with events;
- booking rooms, etc.

There is more good news. Pascal said it seems that A. Vannelli only wanted good news for the first meeting. He asked Kyle what is the good news. Kyle announced he is now permanent.

Pascal noted that we will also have a full time position to help Kyle, someone with complementary skills to help as back up. He has asked Kyle to draft a job fact sheet and then he will send it to faculty to comment on. Then, we will post it and hopefully we will have someone very soon.

c) Committees

Pascal listed the current committees that were sent out in October, 2015. He said there will be a new list and there will be some changes. The list will be distributed and faculty can say which committees they will like to be on. This will go out by the end of this week. The list will be divided into three groups:

- Undergraduate Committees
- Graduate Committees
- Other Committees

The Graduate Coordinator, for example, is responsible for the Graduate Committees. They are the liaison with the Director and the Graduate Committees. This is nothing new and he is just reminding people. Except that the name is changed to Associate Director of Graduate Studies.

Likewise, the Associate Director becomes the Associate Director of Undergraduate Studies and is the liaison between the Director and the undergraduate committees.

Then the Assistant Director is responsible for the other committees.

d) Associate and Assistant Directors

In the fall, there was an informal meeting that was called by W. Gardner. There were a group of Interim Director candidates and we all thought that would be helpful and how tasks would be divided. So here we are now and he will have lots of help.

Judi was the Associate Director and she still will be. Sheryl just sent the memo about the responsibilities. The Associate Director of Graduate Studies is Joe. The Assistant Director is still Michael. The responsibilities have been clarified or rectified. Everyone will read the memo.

Pascal will work closely with Judi, Michael and Joe and he will need their help.

For the staff, the Administrative Secretary is the liaison between the faculty/students and the Director. The Undergraduate Program Assistant the liaison between the faculty/students and the Associate Director of Undergraduate Studies. The Graduate Program Assistant the liaison between the faculty/students and the Associate Director of Graduate Studies.

Mark asked what about the Clerk?

Pascal said for the Office Clerk one of the duties is backup support to the Administrative Secretary, Graduate Program Assistant and Undergraduate Program Assistant.

Mark asked where do they fit in.

Pascal said since the Assistant Director has no one, maybe M. Wirth would be for the Office Clerk.

Bill said the first line in the slide is status quo (referring to the Administrative Secretary) and the third is status quo (referring to the Graduate Program Assistant). The second line (referring to the Undergraduate Program Assistant) isn't implied as status quo. So does this mean that the Associate Director of Undergraduate Studies can direct the Undergraduate Program Assistant or will Deb B. act as the secretary.

Pascal said that the Graduate Program Assistant isn't the secretary of the Graduate Coordinator; they are the liaison, not a secretary. The information flows through.

Judi said Deb B. and her have collaborated already, like with the course outlines. These are already the same kinds of things and maybe they just did it because they were cooperative but it is working great.

e) Faculty

Pascal showed a slide with the following courses that are scheduled for Fall 2016 and Winter 2007 that are TBA:

Fall 2016 – TBA:

CIS1000

CIS1200

CIS1250

CIS1500

CIS1500

CIS2910

CIS3250

Winter 2017 – TBA:

CIS1500

CIS1910

CIS2500

CIS2500

CIS4110

Michael said all these courses are TBA and in the fall we will need to find sessionals. He also noted that there are three TBA courses for next summer.

Pascal announced that we have approval for two 2-year CL teaching positions, which we can post soon. So we can hopefully assign these TBA courses to faculty instead of sessionals,

Pascal noted that there should be over 400 students in CIS*2500 next winter, so he said to split it. It's the first time.

Bill asked about the on-going faculty hires, will they be teaching in the coming year?

Pascal said we don't know at this point. He doesn't believe there will be more than one in the fall, if any, more likely the winter. That is his guess. Don't expect to have two starting in the fall. Stefan agreed.

Bill asked so for the CL teaching positions, what is the normal course load?

Pascal said that according to A. Vannelli it would be 4 or 5 courses per year, with a DOE of 70-15-15.

Pascal said that then there is another question; Engineering has two or three permanent teaching positions and they are happy with that. The CL faculty take care of 1st and 2nd year courses, and the other faculty take care of the higher level courses. Pascal said we will have to think whether we want to make these CL positions permanent.

Michael noted that we need more fourth year courses. This would allow us to do that. Transitioning everyone to do that and then transitioning them to lower courses.

Pascal said that we don't need to decide now but personally he thinks it's a great thing. Not everyone will agree with him but we need to think about it.

f) Space

Pascal said that for Reynolds, it is his understanding we will be getting upgrades floor to ceiling by September worth \$200,000. It's not difficult to make it look better so we should be able to do something. The priority is the basement and third floor. Now there is this funding and/or in April, the Minister of Science announced that there is a Federal Strategic Infrastructure Funding (FSIF) program (\$2-billion). The University of Guelph submitted 6 applications, one application is for \$9-million to upgrade Reynolds.

Pascal met with D. MacLachlan, Physical Resources – Director, Department of Design, Engineering and Construction. They are looking for a project manager for this project. They have helped write the 6 applications. We should know which ones are successful in June. Meanwhile because we cannot wait (we have two years to use these funds) we should start the process. D. MacLachlan is in the process of hiring project manager; Pascal thinks they are finalizing that contract now and as soon as that is in place, we have to start talking about that.

That's why we now have a space committee, which is Deb, Michael and Pascal.

Charlie asked when the application was made, was it for a new building?

Pascal said it was not a new building, this will go to renovations. You may have heard of a new building, but that isn't related to this FSIF program. Yes, there is planning to grow our programs and if we meet the enrollment target in 2020/21, we will have 1000 FTE students. A. Vannelli and the Provost are waiting for the numbers for September. Then if we are good, the Provost is planning on letting us go ahead and build an expansion to the building between here and Gordon. We will know in June. If we upgrade Reynolds, all the offices will be affected so there is lots of work there.

Charlie asked what the FTEs are now.

Pascal said we have 600 as per M. Torcoletti.

Michael said that there are 700.

Pascal said that Greg was talking to him this morning and we are hopefully going to meet our target for the fall.

David Chiu asked if the project manger will give different options?

Pascal said we are not professionals. They will ask us what we want and then they will make different suggestions and propose different designs and then we can talk.

Mark asked would the building between here and Gordon be attached?

Pascal said yes.

Deb S. said they are very strict once they get approvals so the project has to be ready to go. They can do a building there because they can just tear down trees. They have to have it built in two years. The University will have to take out a loan for the other money. So we will be mortgaged. There won't be a lot of time to go through variations because the program is so short lived. It will be June that we know and there is a very quick turn around on this by the Government.

Pascal said there will be lots of problems (mold, asbestos, vibrations) with the renovations and/or expansion so we will need a swing space and we don't want this to take forever.

Lauren asked where would we be displaced to?

Deb S. said the MacLachlan building might be an option because the College of Business and Economics are moving. It's not a great space but it is next door. M. Torcoletti is looking into it. The problem is the labs. A. Vannelli might have suggested to H. Abdullah about Thornbrough. The offices aren't a problem, just the

labs. A. Vannelli will talk to Pascal and H. Abdullah. Engineering's move was terrible. There may be a possibility for them to help.

Blair asked that if we are projected for 1000 students in 2020, are we getting increases in faculty?

Pascal said if we get 1000 students, we get a new building, TAs, 10 new hires, including the two new hires we are working on now, and including the CL which could be converted to permanent or not.

Bill asked if there are replacements for retirees?

Deb S. said that she has heard that retirees are now replaced. That is their philosophy now is that if someone retires, they get replaced. That has happened in the college before.

6. Nominations for SoCS Tenure & Promotion – P. Matsakis

Pascal said that you have received two or three emails from Sheryl. Since he is the Interim Director and he was on the committee, he needs to be replaced. The deadline passed, Sheryl sent it again, that deadline passed. E. Codner said enough, Pascal, we need someone.

Fei said that sometimes we don't know who is eligible.

Pascal said next time we will send out who is eligible. But now we really need someone.

Deb S. asked if she can nominate Fangju.

7. Graduate Matters and Upcoming Tasks – J. Sawada

Joe said that this is a position new to him, much like Pascal and Jennifer. So for the most part, he will be getting up-to-speed. First, he wants to make sure to get anything in the queue processed as quickly as possible. Then, the second is that we had this database that replicated information that is now available in Graduate Studies, so now we are looking at streamlining and make sure the forms are accessible to faculty and students. If anyone has comments on what they want to see or processes, please send comments. So he will hopefully be getting up-to-speed.

Bill said that there is a huge backlog on graduate end of semester forms. He asked if there is the plan that we are going to draw the line and say we are starting fresh.

Joe said for the student evaluations we used to have to religiously file these. So, yes.

Pascal said that it is his understanding that we have to fill these as they are not internal. If you don't sign, then we don't have those forms, he will not sign the graduate form when students defend.

Deb S. said that it is not a requirement of Graduate Studies.

Pascal said that it is.

Deb S. said that it isn't a requirement, but if you have a problem with a student, then the student can say well I didn't know. If the student is happy and they defend, then Graduate Studies doesn't care. Deb S. said that some people just complete it and sign off quickly. She was at a lot of meetings lately and that is what everyone at other institutions does this. Others do it once a year.

Pascal said that since it doesn't work well, maybe we can change that.

Bill said can you check so we can get closure on that?

Joe said he would.

8. SCR&P – K. Johnston

One of the things is the space information and he sent that to Pascal for the space committee. The other big thing is that they tested NoMachine and Bill did a very thorough survey and that is very positive. Students like working on their own computers, preferably at home. There were a few hiccups but most students are in favour of approving it. There were about 15% that were in the "don't recommend" category. So the SCR&P Committee is continuing to look at that over the summer and will look at the Sunray replacement for the Fall.

Blair – why 15%

Bill said that the key thing was that we had some outage problems. That was based on lack of memory and when there were key semester times. When they need a GUI, that needs more memory and response time slowed down and there were disconnection issues. They would have rightly felt that there was a low level of service during those peak times. So the question is will we feel confident at that point in the semesters again?

There was also scalability by the time they got to the assignments with the GUIs, that was at 100.

Blair asked if we should reduce the class size?

Bill talked more about the magnitude of students and expandability.

Kyle said that there were 40-50 students at peak times so with 100 in the course, that would give us an idea of the peak load times.

9. Cyber Security MSc – D. Stacey

Deb S. said she will talk about it and that Stefan had talked about it a few months ago. She will give the background and then get ideas. R. Graham (CIO and Chief Librarian) contacted the Dean about if there was any interest in CPES about looping in CCS about Cyber Security. A specialist has been hired with extensive background in industry. There are always attacks so they have invested in industrial strength hardware and software. Intel has a huge program and they will roll out with millions of dollars in training. D. Whittle (Associate Director, IT Operations & Infrastructure) has talked to them as they don't have a Canadian Partner. R. Graham has talked to A. Vannelli and then he talked to her. She

has had some discussions with D. Whittle and brought in Stefan, CHarlie and Fangju as Graduate Coordinator. Anyways, they chatted about this and during discussions, it came out that there are a number of sponsors, providing funds, equipment, faculty training, from Intel and Microsoft. There is also another potential sponsor, eSentire that she will talk to that is local. They want to do philanthropy with Computer Science or Engineering. The owner is computer science oriented, so he would swing over to help us. There are lots of good sponsors. The Provost is excited about this. R. Graham has talked to the Provost. So it looks like the quickest and easiest way would be through a coursework Masters because this is industrial focused. Coursework Masters can be done in a year. Primarily, it would be 6 courses and a project, graduate/undergraduate and then of course development of new course. We have promises of help. She has looked at the Intel courses. This summer she will see the content and look at it. They look not too bad and are much more like University level courses. Obviously, resources will be needed. They are going to put in a proposal for this, through A. Vannelli to R. Graham, for two new faculty in a broad range of areas. We need infrastructure and equipment that we might get kitted out by the sponsors like what they do for security. Challenges based on ad-hoc nature of this, didn't come to faculty sooner but the past is the past so lets look at it now. Obviously, there will be paperwork to do. If we get faculty, we would have to hire them. We would need to bring in people for lectures. All this will be in the asking of the incentive fund this summer. What she wants to bring forward is if there is an opportunity here that we haven't had time but if we can secure the resources for it, we might be able to get faculty positions, research faculty to help, new source of graduate students, all sorts of things. Do we have some of these hybrid courses online, lots to flush out, course-based, one year length, make it way easier for our own students to count fourth-year course, fit out our labs. It is always nice to have money from sponsors, like Cisco and Microsoft. This would be unique at the University-level. There are some at the College-level but this is unique because it would be industrial. We have the committee, Charlie is on it, Associate Director of Graduate Studies should be on it. So Joe should be on it. D. Whittle should also be on it as the other partner. This is an opportunity and potential for donors to the University that would be coming to us. If we don't take this up, Engineering might and we don't want them to. It would be a nice growth areas and steady stream of students. We don't have a problem on the undergraduate side but we do on the graduate side. We have spoken to A. Clarke about the possibility if there were any challenges or barriers. He said that the course-based would fly through Graduate Studies. So if we want to explore this, she is willing to help out. Charlie has been helping and is interested. If anyone else is interested, the more the merrier. She is will report back. Then maybe we can discuss this at the next meeting. She can send out a blurb from D. Whittle.

Fei asked for the Intel courses, do you have content?

Deb S. said just an overview. This summer they will make them available to us.

Mark asked if there are text books associated with it?

Deb S. said that she doesn't know all the details. We will know this summer. These courses are \$5000 each and they are willing to show them to us. If we want to kick start this quickly, we would need to bring in people from industry. D. Whittle has contacts. We need to look at the courses and content to make sure we approve them. We won't get faculty to do it. We might get approval.

Michael said that we don't have someone to teach the current security courses.

Deb S. said that we have one now but should we have a foundational course on security and maybe on cryptography. Some at undergrad/graduate level also solves problems with the number of graduate courses. Students in a research Masters can take this. That is a good point.

Charlie said that we might have to be careful with it. He went to course that was a nine-to-five hour a week courses. It would be good to have someone from Industry. D. Whittle wasn't able to hire an industrial professional.

Deb S. said that we might be able to get a faculty.

Charlie said that it would be good to have someone from industry because you don't want it too detached from industry.

D. Calvert asked if this is a separate ask?

Deb S. said yes, she was going to ask for two. Then if we have odd industrial person come in, this would be on top of that.

D. Calvert said that it is easy to blur these lines when they say we already gave us those people.

Charlie said that the Provost is on board.

Deb S. said this is specific to the graduate program.

Pascal said that he was talking to A. Vannelli briefly and A. Vannelli thought all this was in early stage and premature. If we would have two more, why would you want someone out of the set of 10? A. Vannelli might have different language.

Deb S. said that the Provost and R. Graham have different thoughts. And the Dean is only the Dean for one more year. This is good place for sponsorship.

D. Calvert said there is a willingness to do it.

Deb S. said this has to be resource based. Do people think two is ok? Everything is going in by the end of the month.

Pascal said it is very fast. If the School approves it then, you see the Masters starting when?

Deb S. said it would be Fall 2017.

D. Calvert said that if we are having it that quickly, we need a faculty meeting.

Deb S. said we could push it.

10. Any other business.

Deb S. said there is another opportunity. There is a very wealthy alumnus and he wants to give a lot of money to UoG. The company is called Webmappable and they do 3-D mapping, www.webmappable.com. They sell this software for a lot of money. They are willing to give us this software for our students to do research off while alumni picks his pocket. This is the first step to see if we can propose to him to let us use this software. The use how and how much we can manipulate, she doesn't know. She just heard about it yesterday. He is willing to come in to talk to us but he is willing to give us the software for the students to use for free. Take a look at this, then we can get a group together. Then bring him in. His name is George Moon. Alumni and Development is getting a lot of inquiries now about them wanting a relationship with the School and they want to meet us. Have a look at the software and see if it speaks to you in anyway.

Bill asked about involving the Geography people?

Deb S. said they have talked. D. Penfold has talked to J. Levison in Engineering and it could go over to Geography. It would be nice for us to be first and then spread it out to others. Nice for us to be the primary contact. They keep emphasizing that he is very wealthy.

D. Chiu asked what else.

Deb S. said they didn't ask yet. They see potential here and he is very nice and wants to be involved with CS. She wants to bring them in first before other depts. She asked to send her an email if interested.

Meeting Adjourned.