School of Computer Science
Council Meeting Minutes
Tuesday, May 24, 2016
1:00 – 2:30 p.m.
Reynolds Room 219

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

Absent: D. Gillis, F. Wang, M. Wineberg, D. Byart (Undergraduate Program Assistant).

1. Approval of Agenda

Motion: D. Stacey and M. Wirth
Motion carried unanimously.

2. Approval of Minutes from May 10, 2016

Motion: M. Wirth and J. McCuaig
Motion carried unanimously.

3. Interim Director's Remarks – Pascal

a) Committees
The composition of the committees will be sent after the SoCS Council meeting. Pascal said he will give you a few days to respond to this. Hopefully everyone will be happy. Judi, Michael, Joe and him worked on these. On June 1, the final composition will be done and committee membership will be effective June 1.

There are ad hoc committees for staff hiring. The Analyst Hiring Committee will start on June 1. For the Office Clerk, we are still waiting for the CVs. There are 30 applications. Pascal said that he is not sure why it is taking so long to get the CVs. They have been waiting 10 days to two weeks for these. We need the Clerk ASAP.

There will also be another committee for a Counsellor. Nothing certain yet but we are hoping to get part time, permanent Counsellor position. Pascal thinks that Greg needs some help and he hopes we can have the part time Counsellor start in the fall.

b) Faculty Search Committee
The Provost has approved two CL positions and we need a search committee for that. Other positions may come in the next few months. He is talking about permanent, teaching focus faculty. Engineering has a standing hiring committee. Pascal thinks that is a good idea as we will have other committees coming.

Gary said it would be helpful to have Dave Calvert in the committee, since Dave architected the SE major; some flexibility is good.
Pascal said he is not sure how it works, but maybe we should have a large number on that committee and then shift them around.

Stefan said we can say that we want this and we want that, but the three people have to be appointed.

Pascal said that the Director can appoint up to two people. So that committee needs to be formed ASAP. Pascal said he will ask Sheryl to start the process and we will need nominations and elections.

c) Faculty Hiring Update
Pascal said there was an update a few weeks ago and there were six people interviewed for two positions. The Dean is finalizing the offers and we should have news the end of this week or next week.

Fei asked if the offers are being finalized, can they come in the fall?
Pascal said if we are very lucky one, but more reasonable to expect winter 2017.

Fei said we still have the summer.
Pascal said we have the summer to hire these two CL teaching focused faculty.

4. Addendum to College T&P Template – Pascal

This was sent by email. As per the last Council meeting with Stefan, the idea is to have an addendum to the College Guidelines. Pascal said what he would like now is some discussion about what you think of the addendum. Then the T&P committee could have a look at the comments and then we could proceed with secret ballot to vote on the College Guidelines and revised addendum.

Pascal asked if there were any comments. There were no comments. Pascal said that if everyone is ok with the addendum, that simplifies things.

Yang said the College Guidelines document says (page 3 at the top) that faculty must prepare two templates. He asked what these two templates are. Are they the eCV version that is sent out, two-year and lifetime?

Pascal read the section to faculty and referred to the table that indicates the Progress Template and the Performance Assessment Template.

Yang asked if they already exist? What do they look like?

Pascal asked Stefan if that is eCV?

Stefan said that comes from the Collective Agreement that was before eCV. We used to get a spreadsheet that we would fill in. Now that is managed by eCV. The two different templates are two of the reports that you can generate out of eCV to create these templates.

Charlie said they should change the wording.

Stefan said likely it will be in the next round of negotiations.

Stefan said there are a couple of fill in the blanks in the addendum. Those are the sunset dates for the old rules. He thinks when we vote, we should know what the dates are. He asked Pascal if he has any insight into what might be appropriate?

Pascal said that there are two dates and this is a point that is open for discussion. Tenure and promotion to Associate Professor usually takes six years. So the sunset date would not be more than six years. Six years seems like a reasonable date.

Stefan said there are cases like parental leave wouldn't count towards the timeline.

Pascal said personally he would remove the sensitive date as there is a natural date for tenure to Associate Professor.

Fei asked could you still specify a date and make it a typical date.

Pascal said normally if you aren't getting tenure at six years, you would be getting out so that is why he doesn't think we need a date. There was no opposition to that.

Pascal said that for Associate Professor to Professor, however, this may be of importance. How many years do you want for that? Dan isn't here right now but he might care.

Stefan said that Associate Faculty may be looking to be promoted and may be looking at the old system. If you read carefully, the promotion to Professor is really different in the College Guidelines. The question is how long do we give people the chance to go by the old system.

Charlie asked if they are significantly different, is it easier or more difficult?

Pascal read the College Guidelines, Section 5 (Promotion to Professor).

Pascal then said it seems that the College Guidelines are more demanding, but we don't know what "outstanding" is as it isn't specified.

Charlie said that people from our school haven't been applying, while others are applying and they have the same potential as us. People say it is almost impossible to become Professor with our old document. Some of the last positions were won based on appeal.

Pascal asked for a suggestion on dates.

Charlie said one year is reasonable.

Pascal noticed there was no opposition to that.

5. Undergraduate Curriculum Committee – Charlie

Charlie said that for the calendar changes, Greg and Joe did work to clean that up. Because of the timelines, we have had to fill in new forms. There are also motions where we have to specify which degrees use our courses. That is what we are working on now. We are almost there and these are things we need to work on. They have a new section now about the deletions. We didn't go to the committee to vote on it, so for CIS*4650, we have to vote on that. Shown on the slide:

Senate-Board of Undergraduate Studies **Form B: COURSE CHANGE**
2017/2018 Undergraduate Calendar

Course changes include revisions to title, semester offering, lecture and lab hours, descriptions, prerequisites, co- requisites, course restrictions (including instructor consent), and course equates.
Note: course level changes (e.g. 3000 level to 4000 level) and/ or requests for course renumbering imply significant changes to course content and require a new course addition template (FORM E). In certain circumstances, evidence of consultation with other units may be required. Please check with your Program Committee Chair or Secretary.

Course Code and Title:	CIS*1500 Introduction to Programming
Semester implemented (i.e.-Fall 2017):	Fall 2017
Course use in undergraduate programs*:	

*BUGS requires identification of programs and specializations this course currently serves and how it is used (e.g. core requirement, restricted elective, etc.). This information is available through the PIMS screen of Colleague. Cross-reference this with the degree and specialization information in the Undergraduate Calendar. For assistance with PIMS, contact Liz Southwell, Colleague Specialist, Enrolment Services: lsouthwe@registrar.uoguelph.ca

PROPOSED CHANGE (2016-2017 calendar description with revisions): Copy all the information from the calendar description into the space below, by clicking on 'paste'. To indicate changes, bold text to be added to the description and use the single strike through formatting for text to be deleted. Please ensure the course description is grammatically correct (i.e. is formatted in complete sentences). Use approved 2016-2017 calendar copy; NOT the 2015-2016 copy. This is available in draft format in November 2015 or in advance through the Administrative Secretary or your Program Committee Secretary.

CIS*1500 Introduction to Programming F, W (3-2) [0.50]
~~Introductory~~ **This course introduces** problem-solving, programming and data organization techniques required for applications using a general purpose programming language. Topics include control structures, data representation and manipulation, program logic, development and testing. ~~For~~ **The course is designed for** students who require a good understanding of programming or are planning on taking additional specialist Computing and Information Science courses. This is the entry point to ~~all~~ **most** CIS ~~programs~~ **courses**.

Offering(s): Also offered through Distance Education format.
Restriction(s): ~~CIS*1650~~
Department(s): School of Computer Science

REVISED-CLEAN COPY (2017-2018 calendar description): Please provide the clean copy with no mark-ups in the space below.

CIS*1500 Introduction to Programming F, W (3-2) [0.50]

This course introduces problem-solving, programming and data organization techniques required for applications using a general purpose programming language. Topics include control structures, data representation and manipulation, program logic, development and testing. The course is designed for students who require a good understanding of programming or are planning on taking additional specialist Computing and Information Science courses. This is the entry point to most CIS courses.

Offering(s): Also offered through Distance Education format.
Department(s): School of Computer Science

REASON FOR REVISION (point form only):

- To improve clarity of the description by correcting grammar and removing courses no longer offered. Corrected last sentence because this course is the starting point to all higher-level CIS courses, except CIS*2170 which requires either CIS*1500 or CIS*1200.

Approved By Program Committee(s):	BComp	**Date:**	May 17, 2016

Charlie talked about the following course:

CIS*4650 Compilers W (3-1) [0.50]
This course is a detailed study of the compilation process. Topics include interpreters, overall design implementation of a compiler, techniques for parsing, building and manipulating intermediate representations of a program, implementation of important features, code generation and optimization.

Prerequisite(s): CIS*2030, CIS*3110, CIS*3150
~~Restriction(s): CIS*3650~~
Department(s): School of Computer Science

Motion: C. Obimbo, S. Kremer

*Reference to the Obsolete Course "CIS*3650" be removed from the Calendar description for CIS*4650*

Motion carried unanimously

Charlie spoke about a new schedule for SENG. He said we talked about the required courses. We voted on in the Curriculum Committee and SoCS Council but when they went to the Program Committee, they needed to know where it fit into the schedule. They can put in the fourth semester. Charlie showed and talked about the following:

Semester 1	Semester 2
CIS*1250 [0.50] Software Design I CIS*1500 [0.50] Introduction to Programming 1.50 credits in the Area of Application or electives	CIS*1910 [0.50] Discrete Structures in Computing I CIS*2250 [0.50] Software Design II CIS*2500 [0.50] Intermediate Programming 1.00 credits in the Area of Appl-n or electives
Semester 3	**Semester 4**
CIS*2030 [0.50] Structure and Application of Microcomputers CIS*2430 [0.50] Object Oriented Programming CIS*2520 [0.50] Data Structures CIS*3250 [0.50] Software Design III 0.50 credits in the Area of Application or electives	CIS*2750 [0.75] Software Systems Dev-t and Integration CIS*3110 [0.50] Operating Systems I 0.75 credits in the Area of Appl-n or elective **0.50 C.I.S electives at the 3k level or above**
Semester 5	**Semester 6**
CIS*3260 [0.50] Software Design IV CIS*3750 [0.75] Sys. Analysis and Design in Apps **One of:** CIS*2460 [0.50] Modelling of Computer Systems STAT*2040 [0.50] Statistics I 0.75 credits in the Area of Application or electives	CIS*3760 [0.75] Software Engineering 0.50 C.I.S electives at the 3k level or above 1.25 credits in the Area of App-n or electives
Semester 7	**Semester 8**
CIS*4150 [0.50] Software Reliability and Testing CIS*4250 [0.50] Software Design V CIS*4300 [0.50] Human Computer Interaction 1.00 credits in the Area of Application or electives	1.50 credits in the Area of Appl-n or electives 0.50 credits in CIS at the 3000 level or above 0.50 credits in CIS at the 4000 level

Semester 1	Semester 2
CIS*1250 [0.50] Software Design I CIS*1500 [0.50] Introduction to Programming 1.50 credits in the Area of Application or electives	CIS*1910 [0.50] Discrete Structures in Computing I CIS*2250 [0.50] Software Design II CIS*2500 [0.50] Intermediate Programming 1.00 credits in the Area of Appl-n or electives
Semester 3	**Semester 4**
CIS*2030 [0.50] Structure and Application of Microcomputers CIS*2430 [0.50] Object Oriented Programming CIS*2520 [0.50] Data Structures CIS*3250 [0.50] Software Design III 0.50 credits in the Area of Application or electives	CIS*2750 [0.75] Software Systems Dev-t and Integration CIS*3110 [0.50] Operating Systems I **CIS*3490 [0.50] Algorithms** 0.75 credits in the Area of Appl-n or elective
Semester 5	**Semester 6**
CIS*3260 [0.50] Software Design IV CIS*3750 [0.75] Sys. Analysis and Design in Apps **One of:** CIS*2460 [0.50] Modelling of Computer Systems STAT*2040 [0.50] Statistics I 0.75 credits in the Area of Application or electives	CIS*3760 [0.75] Software Engineering 0.50 C.I.S electives at the 3k level or above 1.25 credits in the Area of App-n or electives
Semester 7	**Semester 8**
CIS*4150 [0.50] Software Reliability and Testing CIS*4250 [0.50] Software Design V CIS*4300 [0.50] Human Computer Interaction 1.00 credits in the Area of Application or electives	1.50 credits in the Area of Appl-n or electives 0.50 credits in CIS at the 3000 level or above 0.50 credits in CIS at the 4000 level

Semester 4		
CIS*2750	[0.75]	Software Systems Development and Integration
CIS*3110	[0.50]	Operating Systems I
0.50 C.I.S electives at the 3k level or above		
0.75 credits in the Area of Appl-n or elective		

Semester 4		
CIS*2750	[0.75]	Software Systems Development and Integration
CIS*3110	[0.50]	Operating Systems I
CIS*3490	**[0.50]**	**Algorithms Analysis & Design**
~~**0.50 C.I.S electives at the 3k level or above**~~		
0.75 credits in the Area of Appl-n or elective		

Michael asked do CS also take it in the tenth semester?
Charlie said that yes they do. Its good that it fits there.

Xining asked why is operating system followed by a "I"? Is there a "II" course?
Charlie said that is the name of the course. He doesn't know if there used to be a "II".

Motion: C. Obimbo, J. Sawada

*SoCS Council agrees to the modified schedule for SENG, resulting from an inclusion of CIS*3490 as a required course. In this schedule, SENG majors will take CIS*3490 in place of the CIS elective in Semester 4.*

Motion carried (one abstention)

Charlie then talked about CIS*4820 to have CIS*3750 OR CIS*3760 as prerequisite. He said that this was discussed at the Curriculum Committee. He discussed this with Dave Calvert who teaches the course and he was ok with it. Then it passed through Committee.

Motion: D. Calvert, P. Matsakis

*The prerequisites for CIS*4820 Game Programming be modified from:*

- *CIS*3110, CIS*3750 to*
- *CIS*3110, (CIS*3750 or CIS*3760).*

Motion carried unanimously

Charlie then talked about recommended courses.

Charlie said that they don't want "recommended". He was for leaving it there. When he looked at it more, he thought we should find a way out. He said we should get rid of "recommended" and it should be required or removed. There were discussions to have just the required courses. CIS*1900 used to be one course. We can look at how we modify those courses. The major essence is to have tutorials. This one here is recommended to not be there.

There are only three courses that have those.

> CIS*3760 Software Engineering W (3-2) [0.75]
> This course is an examination of the software engineering process, the production of reliable systems and techniques for the design and development of complex software. Topics include object-oriented analysis, design and modeling, software architectures, software reviews, software quality, software engineering, ethics, maintenance and formal specifications.
> Prerequisite(s): CIS*2750, (CIS*3110 recommended)
> Department(s): School of Computer Science
>
> CIS*4720 Image Processing and Vision W (3-1) [0.50]
> This course is an introduction to the process of image processing. Emphasis is placed on topics such as image enhancement, segmentation morphological analysis, texture analysis, visualization and image transformations. Applications of image processing in medicine, forensics, food and security are surveyed.
> Offering(s): Offered in odd-numbered years.
> Prerequisite(s): CIS*2750, CIS*3110, (CIS*2460 or STAT*2040), (CIS*3700 recommended)
> Department(s): School of Computer Science
>
> CIS*4780 Computational Intelligence F (3-1) [0.50]
> This course introduces concepts of soft computing: modelling uncertainty, granular computing, neurocomputing, evolutionary computing, probabilistic computing and soft computing for software engineering.
> Offering(s): Offered in odd-numbered years.
> Prerequisite(s): (CIS*3750 or CIS*3760) CIS*3490, (CIS*2460 or STAT*2040), (CIS*3700 recommended)
> Department(s): School of Computer Science

Charlie then showed the motion:

> CIS*3700 be removed as a recommended course from:
> - CIS*3760 Software Engineering
> - CIS*4720 Image Processing and Vision
> - CIS*4780 Computational Intelligence

Michael said that CIS*4720 said it isn't needed.

Yang asked about 4780. He said that CIS*3700 is required. He said if you remove the recommended then it becomes a pre-requisite, then he would support that.

David Chiu asked is it a hard pre-requisite?

Yang said if you take it out, then you leave the others.

Charlie said the question is do you really need the material or just to have people mature enough?

Yang said he would leave it. If they don't have the background, it makes it hard to teach.

David Chiu said but the topics could be parallel.

Dave Calvert asked what material do you need from CIS*3700 to take that course?

Yang said Bayesian search.

Dave Calvert asked what courses need Bayesian search? He said how about none of them.

Yang said modeling and noted others.

Dave Calvert said CIS*3700 is traditionally a modern course.
He doesn't think CIS*3700 is pre-requisite.

Yang said the course is being taught by different people to cover different scopes so some topics may not count on CIS*3700 as much as some do.

Dave Calvert said since it is recommended, it shouldn't require it at all. At the moment, you can't depend on having people know it.

Stefan said that when he teaches CIS*3700, he touches on these topics at the end of the course. Then take CIS*4780 so it is an interest generator. On the other hand, teaching CIS*4780, he thinks he could cover all of those without CIS*3700 as long as the stats are there or CIS*2460 is modeling/simulation. CIS*3490 is also there so the students will know about tree structures from CIS*3490. He believes we should remove the pre-requisite and get more students into that course.

Pascal said he agrees with that.

Charlie said one thing is linear algebra; there is no part that students take linear algebra but the students still need to take it and it can be taken care of in that course.

Yang's view is different: if the students don't have the background, you cannot teach them.

David Chiu talked more and said that the materials are important enough. If more students enroll and get knowledge of the topics, it is better for our program. Some

concerns if CIS*3700 is taken out but then you gain benefit of exposing students in a larger way. It is better to take it out to benefit the students much more.

Michael said the average enrollment is 11 students every two years. It is hemorrhaging now and we have to look at it. If we can make it easier, do it now.

Charlie said that maybe we should have three separate motions.

Motion: C. Obimbo, P. Matsakis

*CIS*3110 be removed as a required course from CIS*3760*

Motion carried unanimously

Motion: C. Obimbo, M. Wirth

*CIS*3700 be removed as a recommended course from CIS*4720 from the calendar description.*

Motion carried unanimously

Motion: C. Obimbo, P. Matsakis

*CIS*3700 be removed as a recommended course from CIS*4780 calendar description.*

Motion carried (12 for, 1 against, no abstentions)

6. Space Audit, Allocation and Planning – Michael

Pascal said that there are two options and we will know in June. There is $200K to renovate the basement and make it look nicer for the fall. If we do that, there will be disruptions. The number two option is the upgrade and a few million dollars. It would start the end of summer, early fall. If we go with the upgrade, we all need to move in the fall, and they plan to be done in early Winter 2017.

Lauren asked if the $200K is for infrastructure?

Pascal said it is paint only, no computers. He said that the Renovations and Expansion Committee, which is Deb S., Michael and him, are meeting with Physical Resources. Physical Resources wants to know right now what we want with the expansion. We don't know if we will get it but we need to know now. They have a meeting next week, and he promised there would be preliminary ideas. They want to know by the end of June how many rooms, how big, and purpose.

Michael said that this presentation talks about ideas for new building.

The new building will house no faculty offices. It may be same footprint of Reynolds. Maybe two or three floors. LEED certificate, depending on the amount they will mortgage. As per his slide, the new building will house:

- classroom/seminar rooms
- new lab spaces
- meeting rooms

- research labs
- Co-op
- Student facilities (incl. workspace for 4900/4910)
- SHARCNet

He said that the new building will house 2 x 60-person teaching labs and 1 x 60-person software lab. We really only have 40 in Thornbrough and 114. Our classes are at the point now that we need 60. This would house two of those and a software lab. This makes for a large lab space.

In addition, there would be 2 – 40-50 person seminar rooms. He is not calling them classrooms, as we would loose control as anyone could move into them.

There will be 3-4 meeting/project rooms which could be bookable for 5-6 people.

Co-op or research groups labs.

3-4 research/innovation rooms that could be run by anyone that had a project. If you had a security project for two years, they could facilitate that.

He said that he hopes that Co-op would move and the expansion become a focused undergraduate facility.

Also, move SOCIS out of Reynolds.
At the end of the day, there would be no undergrads in Reynolds.

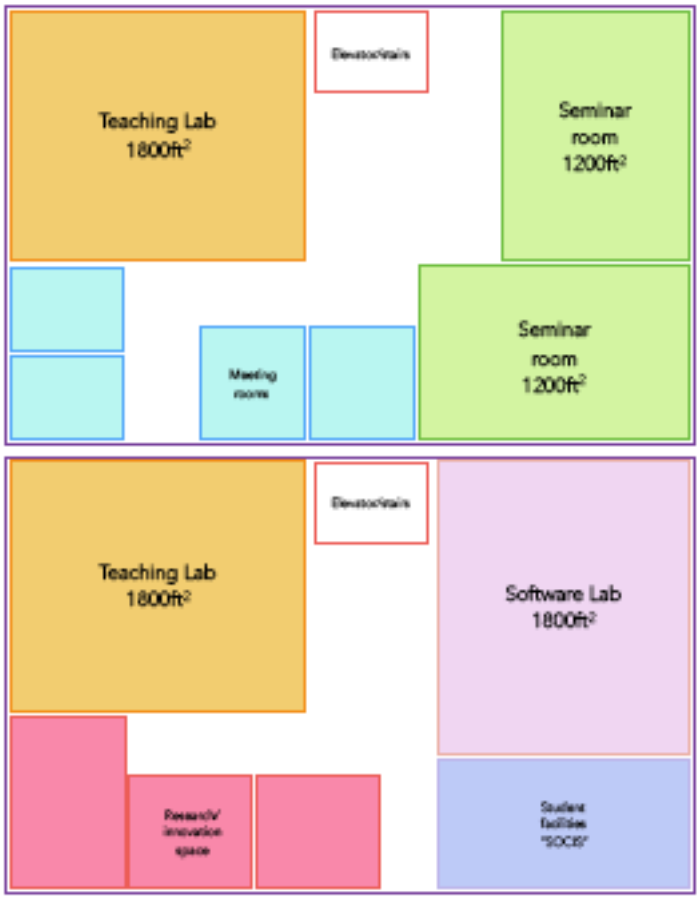
There are two floors in the expansion that he mocked up what two labs would be. With two floors, there is a reasonable amount of space.

We will retain what we have in other buildings. There wouldn't be any software labs in this building.

Using Reynolds footprint

7700 ft^2 per floor approx.

70ft by 110ft



Example scenarios to show rooms

He said that Reynolds would be for faculty and staff. There should be enough space for 30 faculty and 10+ staff. He said that you better hope we get that renovation as once they build the new building there won't be much money left.

He said we will have SHARCNET move out temporarily.
114 will be retained as a student lab.

Yang asked what about the grads?

Michael said that the grads would be in Reynolds. When people come to look at the expansion, they don't care about the offices. And if we start putting offices over there, what would we do with the offices here in Reynolds?

Pascal said that faculty, staff, and grads would be in Reynolds.
Center parts and basement would be open offices for grads.

Charlie asked about the seminar rooms here?

Michael said they would be retained as seminar rooms.

SHARCNET would potentially move into the new building.

It depends on if we get two floors.

Pascal said that we want to make sure we have enough space for faculty and staff and visitors.

David Chiu said in Engineering, there is an open discussion area. Should we propose that? Engineering would give us an idea of what they have been using the space for.

Michael said they also have a lot more space. There wouldn't be enough space for an atrium.

David Chiu said he has other point. For the two seminar rooms cut into one and propose one be for graduate and visitor speaking.

Michael said the seminar rooms are meant to be used for labs too. He doesn't want to get into game that we say four and they give us two. You could also take seminar rooms and put in dividers in them to be used as smaller rooms.

David Chiu asked about undergraduate senior projects.

Michael said that there are two for new building and we have two here in Reynolds.

David Chiu asked why do we need three seminar rooms?

Michael said they are only proposing two. We only want two in the new building, and you cannot call them classrooms.

David Chiu said the administration will want it justified.

Michael said it will be Physical Resources and they will tell us if we will get one floor or two.

Deb Stacey said if we call it project space on the undergrad side, they wont care about that. Then if it is nice like this, they can use it.

Michael said if these rooms are empty, people can use it.

Deb Stacey said they will be multipurpose rooms. Avoid saying classrooms or we loose control.

Michael said if we have a project that is a mix, they can use the space.
David Chiu said whatever you are proposing, you want to justify it.

Pascal said we are talking to PR and they want to know what we need before having an architect come in. He said there was talk about an atrium.

Michael said that the architect will want to talk about something nice but we need to have purpose for the rooms.

Deb Stacey said that we need to give footprint. It's easy as our labs are dry, same as an office. If the University wants an atrium, then it'll be three or four storey building. We need to tell them the footprint, then they decide how to design it. As long as we still get the footprint. We need the space.

Michael said that if students want the space, use Co-op to facilitate them getting jobs. Ideally we will go with what we would like and then they come back with a budget.

Pascal said we'll use Reynolds for faculty/staff/grads and then everything else goes to new building. That makes sense since we already have offices here. It's really a natural way to go. There will be further discussion before we start.

David Chiu said the more important question is what do we need and can we justify it. Then if we don't get the money now, maybe in the future we will get it.

Michael said that we can justify all the needs.

Deb Stacey said that thing is we have to be bigger than smaller. It's nice to say easy to add to but it never is. If we need another floor, they need the structure. Everyone thought they could just add another floor but the structure isn't strong enough. Either we tell them to put in something that isn't there or tell them we need this space from the start.

Michael said we are building for ten years time.

Deb Stacey said that even labeling it as SHARCNET, they may not want to stay there. Then they can be re-purposed.

Michael said if we need it for another purpose, it can be easy to modify.

Deb Stacey said it is ok the get furniture and other things after the fact. Go out to industry and get them to kit out the room. Now with the code, we will be fine to add more electrical and we can go to industry to get that.

Michael said we don't want a room that has a pillar in it. We don't want the design disaster that happened in Thornbrough that we have had to live with. It'll come down to how much mortgage they will give use, how much they like us, and what the architect can do.

Deb Stacey said that we need to double the footprint. If they do an atrium, we will lose that space. The Science Complex is really nice but Engineering is ugly. The Science Complex is much bigger space as it is a bunch of buildings coming together. We are very close to the Science Complex and we can use that atrium. If we don't give them this big laundry room of needs, they will do something stupid.

Gary said you have got his vote. Can we also ask for MacLachlan in addition to that.

Deb Stacey said we will need to use as swing space. She doesn't know the plan for that building.

Gary said we should ask for it.

Deb Stacey said we shouldn't ask first as they will try to make us stay there instead.

Fei asked if we have a nice looking seminar room for visitors?

Michael said he isn't sure what it will look like.

Deb Stacey said we won't have high ceilings. The offices in new building are smaller size. They only build to that size so you won't get those large offices like we have here. It will be built to be the small cubicles.

Michael said he would now talk about the space audit, the one thing people have been looking for. There is a list that Jennifer has and he will post around to where the students will be going. It was put together based on faculty requests and where we need to put new students. At the moment, there are no grad students in the basement. There will be one day of moving next week.

If you are unhappy how grad students have been allocated, it's just tough luck. We cannot have a room with two people, when there is space for eight. Just be thankful it isn't in the basement, yet.

Deb Stacey asked when the students move or get an office, will they get keys and get access to the building.

Michael said we should tell our new students to show up Tuesday and see Jennifer.

7. SCR&P Committee – Kyle

Discussion of CCS Hosted VM Environment to the next council meeting agenda.

I will describe an overview of the VM Environment with benefits including redundancy and lessened need for hardware maintenance from SoCS. I will outline the costing options, whether we pay up front or amortize over the lifespan of the hardware. I will explain that the next step is to begin a design process with CCS. We can either pay $10,000 for a professional design, or have it done in house (CCS) at no cost.

We will be discussing whether to have the department go forward with this initiative, and if so will it be alone, or further investigate collaboration with SoE.

Kyle said as most of you know, SCR&P was looking at updates to SunRay and reliability of infrastructures. We met with CCS and looking at procuring this through them. CCS would be taking care of hardware support and CS providing the software support. There are two major questions that we need to discuss now. First is that Engineering has expressed some interest in doing the same type of project. Would we like to collaborate with Engineering or do everything just through CCS. The big question is what do we get, answer is we still have to look at it further and look at pooling resources or not look at that and just do it all ourselves. Thoughts?

Deb Stacey asked would collaborating mean working with Joel and would that mean you could back each other up?

Kyle said it would be instead of purchasing infrastructure ourselves, they would share that infrastructure. Or we just have CS take care of ours and Engineering would take care of their own.

Bill said that he feels better about us going to the CCS option. Their purpose would be to serve our needs however we want them. Whereas, if we partner with Engineering, there could be conflicts of interest, our side could change personnel needs and it wouldn't be like partners versus a straightforward relationship.

Kyle said that if we partner with Engineering, then they both work together but we are both clients of CCS.

Bill said that it is more complicated and you will be squabbling over who pays the bill.

Judi said that another added complication is the allocation of students. They have more students than we do. If Engineering also wants to add the grads and researchers, then there won't be much we could do as it's a shared resource. She said she is not sure we gain anything.

Kyle said that we could share but we would need to write agreements.

Deb said that unless we are saving a lot of money, don't do it.

Kyle said it is not cost sharing, just a feel-good collaboration within CPES. So do we want to just do this ourselves? He said the next phase is to write this up to get the cost. There are two options. CCS can use spare staff and they expect it will be at no cost. if we want to outsource to an external company, we are looking at $10,000. What do we want to do from here? The one that costs more money would be more detail, in depth and serve our needs more but will cost us more. CCS does run the same infrastructure in their unit.

Judi asked Kyle if he has enough expertise in this to critique the CCS design?

Kyle said probably not.

Judi asked if anyone else has the expertise? If we do, do the cheap option.

Michael asked what are the timelines for CCS vs commercial.

Kyle said they said 6-8 weeks.
Dave Calvert asked what is the motivation for moving this to CCS?

Kyle said it is for a more robust infrastucture. We have rack mount servers that are built. If one physical server goes done, all virtual machines go down. He wants to build a more robust one so they can move around between virtual hosts.

Dave Calvert asked why go to CCS instead of the machine room?

Kyle said the benefit is that the CCS resource center is more robust. We have the A/C and two backups. Some people may have noticed, we lost one of the UPS and that took down the servers.

Dave Calvert said but that is just an old backup, replace it.

Kyle said they have more and they have a generator, more up time. He wants to out source these to they deal with it instead of him. They would be hardware support, if a blade goes down, they replace it and go through warranty and deal with the installation. So then CS doesn't have the complexity of dealing with that.

Dave Calvert asked how much do they charge?

Kyle said it is cost recovery. We pay for whatever infrastructure we want - blade chassis, blades and storage. Then when they are five years, when they are at end of life, we shell out other money. CCS is looking at another option. He said we could amortize the cost and they can charge us an annual fee.

Dave Calvert said he is not concerned with cost, what about services?

Kyle said that they wouldn't charge us. CCS has made it clear that they have funding centrally and they have the resources already. If we want more infrastructure, we pay.

Dave Calvert said they are probably justifying their resources so they are willing to do for free.

Deb Stacey said if we didn't want to go the $10,000 route, we could very nicely ask SHARCNET to help us with that since she signs their pay cheques. They have a lot of experience with that and we could use them.

Kyle said that we could go the cheap option to get ideas there and then go for consultation and pay later. That option isn't limited to us if we do a preliminary design.

Motion: M. Wirth, D. Stacey

The SCRAP committee will instruct CCS to design a new VM infrastructure.

Motion carried unanimously

Meeting Adjourned