

**SCHOOL OF COMPUTER SCIENCE**  
**Council Meeting Minutes**  
**Tuesday, June 7, 2016**  
**1:00 p.m., REYN 219**

**In Attendance:** Pascal Matsakis (Interim Director), David Chiu, William Gardner, Gary Grewal, Stefan Kremer, Xining Li, Judi McCuaig, Blair Nonnecke, Charlie Obimbo, Joe Sawada, Michael Wirth, Yang Xiang, Kyle Johnston (Systems Analyst), Greg Klotz (Program Counsellor), Lauren Zweep (Recruitment Officer), Sheryl Cantlon and Debra Byart (Recording Secretary).

**Regrets:** Dan Gillis, Deborah Stacey, Fei Song, Jennifer Hughes (Graduate Program Assistant)

**1. Approval of Agenda**

**Motion: To approve the Agenda.**

1<sup>st</sup> M. Wirth

2<sup>nd</sup> D. Chiu

All in favour. Motion is passed.

**2. Approval of Minutes**

**Motion: To approve the Minutes from the May 24, 2016 meeting.**

1<sup>st</sup> C. Obimbo

2<sup>nd</sup> Y. Xiang

All in favour. Motion is passed.

**3. Interim Director's Remarks - P. Matsakis**

P. Matsakis reported that at the recent Senate meeting on May 30<sup>th</sup>, there was one item of particular interest to SoCS. He explained that the current Graduate Calendar is silent about the role of the Chairs on the Examination Committees. There was a memo in March from Anthony Clark, VP of Graduate Studies, to the Board of Graduate Studies with proposed amendments to the Graduate Calendar. The amendments were reviewed by BGS and presented to the Senate for approval. The role of Chair was detailed in P. Matsakis' slides, primarily slide #1.

**Changes to the Graduate Calendar**

The chair

- ensures the proper conduct of the examination
- ensures the general welfare and well-being of the candidate
- does not serve as an additional examiner
- does not question the candidate

The changes can be put into effect as of now. The Chair will continue to withhold the forms until revisions are completed. D. Chiu asked if questions from the floor will still be permitted and P. Matsakis assured him that there were no changes in that area.

There was a brief discussion on the addendum to the CPES Tenure and Promotion Guidelines. We were to vote on it but the Dean asked the College to wait on the vote so it has been deferred indefinitely.

P. Matsakis mentioned that the SoCS committees are now formed and everyone has received the list of the committee memberships.

**The Physical Space Committee**, chaired by M. Wirth, has successfully completed Phase 1 of the move.

**The Renovations and Expansion Committee** met with Physical Resources last week. They are working with WalterFedy, an established firm based in Kitchener that has integrated building experience with universities. Two of their architects discussed our needs and wants in a new building. They are to meet again next week and will show us their ideas on how the expansion will look.

#### **Staff Hiring Committee Updates**

**Office Clerk** – P. Matsakis reported that interviews have begun for candidates for the position. The Committee made up of Michael Wirth, Mark Wineberg and Barbara Reid, Administrative Assistant for the Department of Chemistry, should have selected a candidate by the end of next week. The starting date will hopefully be the beginning of July.

**Analyst position** – The first draft of the Job Fact Sheet will be provided by K. Johnston before the end of the week. G. Grewal is on the hiring committee as well.

**Counsellor position** – We requested someone for half time but we are now considering full time permanent. G. Klotz is preparing a Job Fact Sheet. Catherine Sorenson, the Program Counsellor for SoE, is one of the members on the Committee.

S. Cantlon has accepted a secondment position as Executive Assistant to the Chief Information Officer and Chief Librarian, Rebecca Graham, for one year. Her new position officially begins on June 15<sup>th</sup> and will conclude on June 14, 2017. As a result, we will require an Administrative Secretary for a one-year term. P. Matsakis will be meeting with Mark Torcoletti to prepare a Job Fact Sheet for the position.

**Faculty Hiring Committee** – We now have permission to negotiate with three candidates. To date no decision has been made.

#### **4. Graduate Curriculum Committee - Y. Xiang**

Y. Xiang presented slides on the various aspects of the PhD Learning Modules.

1. PhD.CSCI Operating Regulations
2. Members of Relevant Committees

3. Draft Regulation on Learning Modules
4. Issues Covered in PhD Proposal and Calendar
5. Supplementary Components
6. Description of Learning Objectives
7. Decision on Learning Module Requirements
8. Completion of Learning Modules
9. Graded Course Requirements
10. Draft on Graded Course Requirements

**A discussion followed with various points of view on the Learning Modules.**

**Draft** on Graded Course Requirements

- Descriptions in draft regulation (**Primary Version**)
  1. May be required to take one or more computational undergraduate or graduate courses.
  2. Discourage assignment of undergraduate courses
  3. To elicit feedback on symmetry, an alternative version is provided.
- Statement in the **Alternative Version**
  - May be required to take one or more computational or AD undergraduate or graduate courses.

**Comments on the wording for the Graded Course Requirements draft:**

C. Obimbo suggests that the students at least take a CIS\*1500 programming course.

D. Calvert-Taking a first-year course would be insulting to the PhD students. Students admitted to this program will be strong candidates.

M. Wirth-These students could not be GTAs if they are not taking a CS course and have no programming skills.

J. McCuaig-It is not a one-size-fits-all program. TA positions are not included in their funding packages. It can be sorted out at admissions time by the Supervisors. It needs to be funded differently.

W. Gardner-These students have advisors in other departments so the students could TA in another department.

Y. Xiang asked if there was a consensus in terms of one version or the other.

W. Gardner did not like the wording of the statement “computational or AD”. He does not feel that “computational” means a computer science course. He questioned what type of courses the students could take. He prefers renaming it “Computer Science or AD”.

J. McCuaig suggested taking out “computational or AD” in the Alternative Version statement.

W. Gardner suggested that Learning Modules include quizzes along with the application form.

D. Calvert feels there is no need to test twice. A student could pass the modules but struggle with the qualifying exam.

C. Obimbo suggested that the student be tested after the modules are completed.

J. Sawada added that the test should be completed before the QE in the 2<sup>nd</sup> semester.

J. McCuaig proposed that a written test be completed by the QE, determine when and what it is about. We need to assist the students not present hurdles for them.

M. Wineberg suggested a test within the first two weeks.

D. Calvert-There was a form to complete modules. It is important to have milestones in place to serve as an indication of progress.

**Further discussion is required by the Council before any motions can be put forward. D. Byart will email a copy of the slides prepared by Y. Xiang to the membership with the Council Meeting Minutes.**

## **5. Discussion on Teaching-Focused Faculty**

P. Matsakis reported that we cannot hope for 2-year CL positions starting this Fall so we will still need sessional instructors or 1-year CL positions. But there are still faculty positions available in the near future. We are expected to grow by 10 faculty. We have permission to negotiate with three and we still have at least 6 more. What is the Council’s opinion on permanent positions? Is it worth it to hire 2-year CL positions when it takes a year to hire them? Shouldn’t we hire permanent teaching positions? The number of students is increasing so do we want teaching-focused faculty. There will be 8 TBAs for courses offered in the Fall and 6 TBAs for the Winter 2017 semester. In the past we have hired sessional instructors for these TBA courses. He would like to have a discussion on teaching-focused faculty. Our options for the courses we do not have faculty to teach:

- Sessionals
- 1-year CL positions

\*Faculty Search Committee not needed.

- 2-year CL positions
- Permanent positions

\*Provost approved two 2-year CL positions. Faculty Search Committee required for both options.

D. Calvert asked if the 1-year CL positions can be renewed in a year. He is concerned about hiring a permanent teaching faculty too quickly in case the quality is not there so it may be better to bring on a CL. P. Matsakis believes it is possible.

S. Kremer explained that in recent times successful permanent teaching positions occurred when people from a unit were aware of a suitable person, and they created a teaching-focused position around that person and encouraged them to apply. We are not in this position. In regards to teaching-focused faculty, we have very few “levers” with which to affect any kind of action from the Administration. One of the few levers we have is that we can complain that we have few faculty, our students are in large classes and there are too many sessional instructors being hired. We should use that lever to hire more 40-40-20 faculty than teaching-focused faculty. The University would be very happy to give us a small number of teaching faculty that would allow us to cover our courses without hiring too many sessional instructors. He does not support the idea of teaching-focused faculty.

G. Grewal suggested that we consult with SoE as they encountered similar problems. Potential retirements will be a concern in five years. We need to examine a long term projection about which faculty will be here, and how many more students do we anticipate in the near future.

M. Wirth-We have no choice but to hire a 1-year CL position for short term.

J. McCuaig-Less and less consistency with too many sessionals.

D. Calvert-Should have a 5 or 7 year plan.

W. Gardner-CL is an awkward position. A 1-year CL must be serious about a long term involvement in the department.

M. Wineberg-Teaching-focused faculty to teach 1<sup>st</sup> year courses. No research would be possible.

S. Kremer-Should be a Faculty Hiring Committee established as soon as possible with W. Gardner’s impending retirement.

P. Matsakis-Suggested a Faculty Search Committee be established.

G. Grewal-What are the constraints that we are working under, how many positions do we have, how much money would we have that would divide into 6 permanent positions and two CLs? What is the data?

D. Calvert-Planning is required based on department needs to maintain the program, replacements for retired faculty and an urgency to act on this problem.

According to P. Matsakis, the target will be 30 faculty by 2020 as 1000 FTE students are anticipated. We should have two more positions and 1 position for W. Gardner’s replacement starting in Fall 2017. We must form a Faculty Search Committee now.

P. Matsakis-We cannot have a standing Faculty Search Committee. It has to be an ad hoc committee which means we need to target but we can’t say that we just need Faculty.

S. Kremer suggested we could however say that we want faculty who will support our interdisciplinary PhD, our existing Master's program and be able to teach courses in our undergraduate program which should not be a difficult job description to put together.

**The consensus is that we need to hire a 1-year CL immediately, some planning must be done and a Faculty Hiring Committee should also be formed very soon.**

## **6. Discussion on Research-Focused Faculty**

P. Matsakis reported that there are two urgent matters to discuss.

### **a. Mobile Computing Major**

There should be discussions on this major as some faculty are not in favour of it proceeding. Instead there have been suggestions that we have more streams than majors. Mobile Computing major is no longer being encouraged as a major by the Dean. We will still need faculty for the Mobile Computing major.

### **b. Cyber Security MSc**

A document was circulated to the SoCS Council members regarding a proposed new security master's program. Discussion followed. There will be a meeting in a month with the Provost so the Council needs to discuss this MSc degree before that meeting.

### **c. Other**

**Due to time constraints, it was necessary to defer a more detailed discussion of these items to a future meeting.**

## **7. Any Other Business**

N/A

**Meeting concluded at 2:30 p.m.**