

**School of Computer Science
Council Meeting Minutes
Tuesday, August 30, 2016
1:00-2:30pm, Reynolds 219**

Faculty members in attendance: Pascal Matsakis (Interim Director), Luiza Antonie, David Calvert, David Chiu, Dan Gillis, Stefan Kremer, Xining Li, Judi McCuaig, Blair Nonnecke, Charlie Obimbo, Joe Sawada, Fei Song, Deborah Stacey, Mark Wineberg, Yang Xiang

Staff members in attendance: Debra Byart, Monaliza Gill (Recording Secretary), Jennifer Hughes, Kyle Johnston, Greg Klotz, Phyllis Reynen, Lauren Zweep

Regrets: Rozita Dara, William Gardner, Gary Grewal, Fangju Wang, Michael Wirth, and student representatives

1. Approval of Agenda

Motion to approve the agenda moved by J. McCuaig and seconded by D. Calvert.

Friendly amendment made by P. Matsakis to change the Agenda and include: approval of the minutes from the previous SoCS Council meetings dated July 5th and August 2nd; remarks by the chair of the Awards and Scholarships Committee (D. Gillis). No objection to adopting the amendment.

All in favour. Motion passed.

2. Approval of Minutes from July 5

Motion to approve the minutes moved by J. Sawada and seconded by Y. Xiang.
All in favour. Motion passed.

3. Approval of Minutes from August 2

Motion to approve the minutes moved by Y. Xiang and seconded by D. Stacey.

Friendly amendment made by S. Kremer to remove the sentences "There was discussion regarding Bill's position being cut. P. Matsakis and S. Kremer agreed that the 3rd position is for Bill's replacement." No objection to adopting the amendment.

All in Favour. Motion passed.

4. Interim Director's Remarks

Renovations and Expansion

P. Matsakis reported that the Strategic Infrastructure Funding (SIF) proposal was accepted and would be officially announced on August 31st by Lloyd Longfield, Federal Member of the Parliament for Guelph, and Liz Sandals, Member of Provincial Parliament for Guelph-Wellington. The final design brief has been put together by Physical Resources and best offer will be considered as to who will do the work. We are expected to vacate the building by the end of the year and the renovation is projected to be completed from 1.5 to 2 years. There is no update regarding the building expansion.

Staff Hiring

2nd Analyst III – Currently there are 7 applicants and the posting has been extended to allow possibility of additional suitable candidates.

2nd Program Counsellor – The position is ready to be posted but we are still waiting for the budget approval.

Administrative Assistant – The position has been filled and Phyllis Reynen has joined the team, providing much needed extensive experience.

2nd Co-op Coordinator – Final interviews will happen this week; therefore, the position is anticipated to be filled soon.

Faculty Search

Luiza Antonie will teach CIS*1250 in Fall 2016.

Andrew Hamilton-Wright will begin in January 2017.

Stacey Scott will begin in October 1st, 2016.

Fatima Hussain will teach CIS*1500 and CIS*3210 in Fall 2016.

Faculty Search Committee will be formed for the 2 two-year teaching-focused CL faculty positions.

TA and SL Postings

The Staff Hiring Committee has been involved in the hiring of 40 UTAs, 35 GTAs, 1 GSA, and 3 SLs. The hiring should be completed by the end of the week.

College Guidelines for T&P

P. Matsakis referred to Article 21.16 of the UGFA Collective Agreement and explained that the online survey conducted in July is invalid as it was also sent to D. Stacey and D. Stacey is not member of the Bargaining Unit (since she is Assistant Dean). As a result, another survey will have to be conducted.

Council By-Laws and Membership

P. Matsakis reminded the Council about the Council By-Laws and Membership document dated Feb 14, 2012. It was noted that the document would need to be updated (e.g., membership) and clarified (e.g., simple vs. absolute majority rule).

Email Addresses

P. Matsakis announced that the role-based email addresses below are to be used and implemented as soon as possible:

director@socs.uoguelph.ca	Pascal Matsakis
assistdir@socs.uoguelph.ca	Michael Wirth
ugraddir@socs.uoguelph.ca	Judi McCuaig
graddir@socs.uoguelph.ca	Joe Sawada
ugradassist@socs.uoguelph.ca	Debra Byart
gradassist@socs.uoguelph.ca	Jennifer Hughes
admin@socs.uoguelph.ca	Phyllis Reynen
clerk@socs.uoguelph.ca	Monaliza Gill

Website

L. Zweep reported that the new school website is now live. The new URL is <http://www.uoguelph.ca/computing>. The content of the new website is intended mainly to external audience such as prospective students, alumni, parents, high school teachers, etc. Contact the Outreach Committee for any changes and suggestions.

5. Associate Director's Remarks, Undergraduate Studies

J. McCuaig reported that this summer a co-op student was given the task of creating software for the Automated Academic Integrity System. It is now set up and ready for the fall and is a huge improvement over what is currently used. The student also created projection software for student enrollment numbers.

Split courses are becoming a problem on campus. In SoCS, we have experienced larger than anticipated enrollment numbers in some of our F16 courses such as CIS*2910 and CIS*2520. Finding large enough rooms on campus that can accommodate this increase is difficult.

J. McCuaig would like to offer two voluntary TA orientation sessions to assist TAs with topics like time management, exam scheduling, etc. A hyperlink will be provided.

6. Associate Director's Remarks, Graduate Studies

J. Sawada presented slides and discussed updates on the graduate activities this fall.

Remarks

1. F16 grad student numbers – includes 14 incoming
2. Organizing forms/documents/regulations and trying to determine where they will live and how they can be accessed.
3. For any non-standard admissions or progress issues: the University Graduate Admission and Progress (A&P) Committee meets on the third Thursday of every month.
4. New students must take UNIV*7100 Academic Integrity and pass the 20th day of their first registered semester.
5. MSc in Cyber Security – meetings start up next week.
6. New: MSc examination committee to consist of 4 members as follows:
 - Chair (non-voting)
 - Advisory member (advisor)
 - Second advisory member
 - Non-advisory member

Graduate Progress Committee

1. What goes through this committee?
2. Students past the maximum duration

Graduate Admissions Committee

1. Applications snapshot
2. Growth funds: \$5500/\$9500 per MSc/PhD per year. We expect to have these through F17.

Graduate Curriculum Committee

Current tasks and tasks to come regarding the PhD

7. Awards and Scholarships Committee

D. Stacey announced that there was a CPES Award for international PhD student. Student must be in PhD program and eligible. Award brings tuition down to a domestic fee level.

D. Gillis reported that a special speaker, S. Bell from Machine Zone, will be coming and there will be a Q&A for students. On September 20th, another speaker from Open Text will be coming to the CIS*3750 class. The hope is that these speakers will sponsor scholarships.

D. Gillis also advised that the teaching awards will be announced in the next meeting.

8. Graduate Curriculum Committee, PhD Regulations

Revision of the Draft Regulations on QE and Seminars

Y. Xiang presented slides on the process completed on both drafts.

Decision for Draft Regulation on QE

Motion to approve the draft regulation was moved by Y. Xiang, seconded by X. Li. All in favour. Motion passed.

Alternative Drafts on Seminars

Y. Xiang proposed three versions of the regulation on seminars:

- Version 1 includes 4 committee members for second seminar. Non-Advisory committee members are not required (but allowed).
- Version 2 includes 4 committee members for second seminar. Non-Advisory committee members are required.
- Version 3 includes 3 committee members for both first and second seminars. Non-Advisory committee members are not required (but allowed)

Discussion on the Alternative Drafts

P. Matsakis expressed his preference for version 2.

J. Sawada went with version 3 and mentioned scheduling for four members would be difficult.

J. McCuaig agreed with J. Sawada for the same reason that scheduling four people altogether would be an issue when they are not really involved.

S. Kremer agreed with P. Matsakis on version 2.

C. Obimbo preferred version 3 and stated that the feedback is valuable.

D. Calvert preferred version 3 and explained the purpose of the qualifying exam is to give opportunity to present to a larger forum.

D. Chiu preferred version 3.

C. Obimbo suggested the deletion of version 1 from the consideration.

Changes were then suggested (J. McCuaig, C. Obimbo, P. Matsakis) regarding the following paragraph (version 3):

“The Seminar Committee *must include* the SoCS advisor, who will act as Chair, the Application Discipline (AD) advisor, and *at least one other Advisory Committee* member. It is recommended that the entire Advisory Committee attend.”

The paragraph was amended as follows:

“The Seminar Committee *is composed of* the SoCS advisor, who will act as Chair, the Application Discipline (AD) advisor, and *one other Graduate Faculty* member. It is recommended that the entire Advisory Committee attend.”

It was also amended to replace “The presentation *must be* 30 to 40 minutes long” with “The presentation *should be* 30 to 40 minutes long”.

Approval of the Amended Draft on Seminars (amended version 3)

Motion to approve the amended version 3 of the draft regulation was moved by D. Calvert and seconded by C. Obimbo. All in favour. Motion passed.

9. Any other business

No other business

Meeting concluded at 2:30pm.