School of Computer Science
Council Meeting Minutes
Tuesday, Sep 13, 2016
1:00 – 2:30 p.m., REYN 219

In attendance — *Faculty:* David Calvert, David Chiu, William Gardner, Dan Gillis, Stefan Kremer, Xining Li, Pascal Matsakis (Interim Director), Judi McCuaig, Blair Nonnecke, Charlie Obimbo, Joe Sawada, Fei Song, Deborah Stacey, Fangju Wang, Mark Wineberg, Michael Wirth, Yang Xiang; ***Staff:*** Monaliza Gill (Recording Secretary), Jennifer Hughes, Kyle Johnston, Greg Klotz, Phyllis Reynen, Lauren Zweep; ***Student Representatives:*** Nick Beirne, Frazer Seymour

Regrets — *Faculty:* Luiza Antonie, Rozita Dara, Gary Grewal, Fatima Hussain; ***Staff:*** Debra Byart

Special Guest — Ali Versluis (Research and Scholarship Librarian)

A. Versluis presented slides and discussed Tri-Agency Open Access and Data Policies.

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 remarks by the S16 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 Aug 30, 2016**

   Motion to approve the minutes moved by M. Wineberg, seconded by J. McCuaig.

   All in favour. Motion passed.

3. **Awards and Scholarships – Dan**

   D. Gillis announced the recipient of the 2016 School Teaching Award, Deborah Stacey, and presented the plaque of recognition to this award's winners. Last year's award went to David McCaughan.

The Council meeting attendees congratulated D. Stacey.

P. Matsakis noted that M. Wineberg is the F16 chair of the Awards and Scholarships Committee, but D. Gillis is still member of the committee.

4. **Council By-Laws and Membership — Pascal**

P. Matsakis presented slides on Council By-Laws and Membership.

Membership and Speaking Privileges

The current wording is the following:

> "The membership of the School Council shall consist of all faculty members in the School of Computer Science, an undergraduate student representative, a graduate student representative, the Director's Secretary (secretary of record), the Liaison Officer, the Program Counselor, the Administrative Assistant and the System's Analyst.
>
> All members of the School Council will have speaking privileges at all meetings.
>
> Guests may attend most (see "Closed Meetings", below) School Council meetings but a motion must be passed to grant them speaking privileges at the meeting."

P. Matsakis suggested that the first paragraph be amended and allow all faculty and staff members to have speaking privileges at all meetings.

> "The membership of the School Council shall consist of all faculty and staff members in the School of Computer Science, an undergraduate student representative and a graduate student representative."

D. Calvert asked if TAs and SLs would be included in the "staff" members.

P. Matsakis agreed that TAs and SLs are considered staff, and that therefore the paragraph should specify permanent and CL staff members only.

W. Gardner questioned if the inflation of the membership would result to an increase in the quorum.

P. Matsakis answered negatively, as the quorum is defined as at least half of the faculty. He also commented that the membership gives speaking privileges, but not all members are voting members.

S. Kremer inquired if we should include the Dean, as an option, to have speaking privileges.

P. Matsakis advised that the Dean is to be regarded as a special guest speaker.

Closed Meetings

P. Matsakis expressed that he did not see any necessary changes for this section however welcomed any suggestions.

Quorum

P. Matsakis expressed that he did not see any necessary changes for this section.

F. Song asked for the location where the Council By-Laws can be found.

P. Matsakis confirmed that we are working to have everything accessible by the end of fall. The Outreach Committee is involved in designing a window for these important documents.

Voting Members of the Committee

P. Matsakis expressed that he did not see any necessary changes for this section.

Discussion

W. Gardner requested to see the definition of the Closed Meetings again. He commented that the non-voting members should not be part of the closed meetings.

P. Matsakis answered that this is not a problem, as we need to make a motion in order to have a closed meeting.

M. Wineberg asked if the recording secretary should be allowed to stay in a closed meeting to keep notes.

J. McCuaig commented that the faculty members will have to take their own notes. There was a brief discussion regarding quorum. It was agreed that the Quorum should be defined as at least half of all the *regular* faculty in the school who are not on leave.

B. Nonnecke inquired whether a voting member should be allowed to vote even if they are not present.

W. Gardner objected to proxy voting. He argued that discussions are important and may make an attending voting member change their mind.

Voting

P. Matsakis reported that there are numerous ambiguities in the voting section of the Council By-Laws and Membership. He suggested that the section be amended as follows:

> Motions are passed by simple majority rule (i.e., more yeas than nays) with two exceptions.
>
> (1) If a motion has been defeated, it may not be made again unless a 2/3 simple majority (i.e., at least twice as many yeas as nays) approves a motion to re-open discussion on the matter.
>
> (2) Changes to the bylaws and membership of the School Council will require a 2/3 absolute majority (i.e., at least two thirds of the voting members vote yea).

In conclusion, P. Matsakis will prepare a new Council By-laws and Membership document to be presented for approval.

5. Information Systems and Human Behaviour (ISHB) — Pascal

P. Matsakis reported that due to low enrollment ISHB has not been included in the 2017 Admission Handbook and further admission has been suspended. He also reported that a meeting was held on August 16th with Sofie Lachapelle (Acting Associate Vice President, Academic), Karen Gordon (Associate Dean, Academic, CPES), Patricia Tersigni (Director, Academic Programs and Policy), Francesco Leri (Chair, Department of Psychology) and Deanna McQuarrie (Interim Registrar, Assistant Vice-President, Registrar) to discuss ISHB. The Department of Psychology has agreed with the deletion of ISHB, and P. Matsakis advised that a motion to approve the deletion of ISHB should be made.

B. Nonnecke mentioned that he had a meeting with Sofie Lachapelle scheduled for Thu, Sep 15.

There was a brief discussion on the previous proposed ISHB revision being disregarded.

A motion was made by P. Matsakis and seconded by M. Wirth to approve the deletion of ISHB.

A discussion followed and it was argued that there was no reason to rush and that the School should at least wait until after B. Nonnecke's meeting with S. Lachapelle. The motion was withdrawn with permission of the majority.

Due to time constraints, a motion to adjourn the meeting to Sep 27 was made by J. McCuaig, seconded by C. Obimbo, and approved.

Meeting adjourned at 2:24pm.