

**School of Computer Science
Council Meeting Minutes
Tuesday, October 25, 2016
1:00 – 2:30 p.m., REYN 219**

In attendance - Faculty: Luiza Antonie, David Calvert, David Chiu, Rozita Dara, William Gardner, Dan Gillis, Gary Grewal, Stefan Kremer, Pascal Matsakis (Interim Director), Joe Sawada, Stacey Scott, Fei Song, Deborah Stacey, Fangju Wang, Michael Wirth, Yang Xiang; **Staff:** Deb Byart, Monaliza Gill (Recording Secretary), Jennifer Hughes, Kyle Johnston, Greg Klotz, Phyllis Reynen, Lauren Zweep; **Student Representatives:** Nick Beirne, Frazer Seymour, Samuel Opawale

Regrets – Faculty: Fatima Hussain, Xining Li, Judi McCuaig, Blair Nonnecke, Charlie Obimbo (on sabbatical), Mark Wineberg

1. Approval of Agenda

Motion to approve the agenda moved by D. Calvert and seconded by J. Sawada.
All in favour. **MOTION PASSED.**

2. Approval of Minutes from October 11, 2016

Motion to approve the minutes moved by D. Calvert and seconded by G. Grewal.
In favour: all but 1. Abstentions: 1. **MOTION PASSED.**

3. Interim Director's Remarks – Pascal

3.a Director Search

On Oct 12, 2016, an online survey was conducted (Gary Grewal, Judi McCuaig) among the members of the School of Computer Science. The purpose of the survey was to see what the overall sentiment was about a director search for SOCS.

The survey results were as follows. In the first section, the final count included 2 votes for external search immediately, 3 votes for internal search immediately, and 17 votes to postpone the search and retain Pascal as Interim Director for another two years. In the second section, 5 people indicated a willingness to let their name stand as a candidate if there was a search.

P. Matsakis thanked the participants of the survey and advised that the final decision will be further contemplated by the Interim Director, the Dean, the Provost and the Union.

3.b Faculty Search Committees

P. Matsakis reminded the Council that D. Gillis, D. Stacey and M. Wirth are the 3 nominated / elected members of the Search Committee that will consider applications for the two-year teaching-focused CL faculty positions. He reported that many were contacted to be appointed as additional member (Martin Williams, *Department of Physics*; Joanne O'Meara, *Department of Physics*; Jeremy Balka, *Department of Mathematics and Statistics*) but declined; then Gerarda Darlington, *Department of Mathematics and Statistics*, was also contacted and she agreed to be part of this Faculty Search Committee.

Next, P. Matsakis announced that D. Calvert, G. Grewal and Y. Xiang are the 3 members nominated for the Search Committee that will consider applications for research-focused tenure-track faculty positions. There is no need, therefore, for an election, and the Director may now appoint up to two additional persons.

3.c Analyst III Position

P. Matsakis announced that one candidate has been selected for the second Analyst III position. An offer will be made to the candidate in the next few days, and the position is anticipated to be filled by the end of November.

3.d Reynolds Renovation

P. Matsakis stated that METTKO Construction is the contractor that has been selected by Physical Resources for Reynolds renovation. He mentioned that a series of meetings will be scheduled to finalize the floor plans. D. Stacey mentioned that measurements were planned to be taken by December and the renovation is anticipated to start in January 2017.

P. Matsakis reminded that while details are yet to be confirmed, the Provost confirmed that the 20 offices left in MacLachlan will be allocated to the School during the renovation. He mentioned that a meeting with Physical Resources was scheduled for the next day, Oct 26, to plan the move and discuss swing space.

3.e W17 Course Outlines

P. Matsakis advised that J. McCuaig will be emailing faculty regarding W17 course outlines. In particular, course outlines are needed to determine TA allocation.

3.f Fall Preview Day

L. Zweep invited the faculty to attend Fall Preview Day on Nov 6, 2016 — and Science & Engineering Sunday on Nov 13, 2016. The faculty is encouraged to volunteer, as faculty are needed to speak to prospective students and their families.

4. PhD QE and Thesis Defense Regulations

4.a Draft Regulation on PhD Defense

Y. Xiang mentioned that the Faculty of Graduate Studies released new Guidelines for Oral Examinations of Thesis in early September. He presented the regulation on PhD defense as drafted by the Graduate Curriculum Committee and distributed to faculty on Sep 22. The regulation complies with the Guidelines.

S. Kremer asked about the policy for finding an external examiner for the old PhD.

P. Matsakis said that in his opinion both PhDs should follow the Graduate & Postdoctoral Studies policy, and he added that there should be a link to that policy in the regulation on PhD defense.

Motion to revise the regulation accordingly and then to vote on it online moved by Y. Xiang and seconded by F. Wang. All in favour. **MOTION PASSED.**

4.b Update of Regulation on QE

Y. Xiang reminded the Council that the regulation on QE was approved on Aug 30, 2016. However, the Graduate Curriculum Committee has revised it in light of the recently released Guidelines for Oral Examinations.

Motion to approve the revised QE regulation moved by Y. Xiang and seconded by J. Sawada. All in favour. **MOTION PASSED.**

5. Wiki

K. Johnston advised that the previously discussed Wiki is now available online at wiki.socs.uoguelph.ca. Special thanks to J. Hughes and J. Sawada for the Graduate section. K. Johnston also mentioned a section for posting Council Meeting Minutes and Agendas, and a section with the composition of the School standing committees. He advised that more work is needed on the Faculty section, and the Undergraduate and Technical Support sections are yet to be done.

W. Gardner asked if it would be possible to search documents based on keywords.

K. Johnston answered it would not be possible for pdf documents.

6. Awards and Strategic Planning

The winners of the Undergraduate Student Awards were announced by D. Gillis, as follows:

CPES Dean's Scholarship: Daniel Gabric, Michelle Mackenzie

Dr. James Linders Scholarship: Corey Andrews, Daniel Gabric

Dr. Ted Stewart Scholarship: David Buckley, Matthew Westrik

Dr. Mary McLeish Scholarship: Luke Dembrek-Blair, Hugo Klepsch

Sandbox Software Solutions Scholarship: Michelle Mackenzie

Members were invited to attend the awarding ceremony on Tue, Nov 8, at 5:30 p.m. in the Faculty Club on the 5th floor of the University Centre as part of the CPES Undergraduate Awards Night.

7. Any other business

N/A

Meeting adjourned at 1:43 p.m.