

**School of Computer Science
Council Meeting Minutes
Tuesday, November 8, 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, Xining Li, Pascal Matsakis (Interim Director), Judi McCuaig, Joe Sawada, 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, Samuel Opawale

Regrets – Faculty: Fatima Hussain, Blair Nonnecke, Charlie Obimbo, Stacey Scott, Mark Wineberg

1. Approval of Agenda

Motion to approve the agenda moved by G. Grewal and seconded by D. Gillis. All in favour. **MOTION PASSED.**

2. Approval of Minutes from October 25, 2016

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

3. Interim Director's Remarks – Pascal

3.a Analyst III Position

The negotiations with the candidate selected by the Hiring Committee have ended. The candidate should have already received the offer letter, and may receive it today. The anticipated start date is Nov 21, although it might be a bit later due to the delay with the letter.

3.b Faculty Positions

P. Matsakis mentioned that he had a meeting with Mark Torcoletti, CPES Manager, Finance & Administration, to clarify a few things. Mark indicated that the budget includes 3 new faculty positions, but that we still do not have the approval for these positions; moreover, W. Gardner's position will not be replaced due to previous cuts.

W. Gardner said that he was told the department/school has two options when a faculty member chooses the phased retirement:

- a) If the department does not wish to replace the member, then the bonus the member gets at the end of the 2 years is paid by the administration. The department has 100% of the salary to work with for each of the two years: 50% of the salary goes to the member in the first year, 25% in the second year, and the rest goes to the department.
- b) If the department does want to replace the member, then the department has to save the money to pay the bonus.

D. Chiu requested further explanation regarding the 2 options and any hidden clause relevant to these options.

S. Kremer commented that the Dean is the one who makes the financial decision on the matter.

P. Matsakis will clarify the issue with the Dean.

3.c Cybersecurity Position

There was a meeting last week with Deb Stacey, Pascal Matsakis, Dave Whittle (Associate Director, IT Operation & Infrastructure, CCS), Rebecca Graham (CIO and Chief Librarian), Ben Bradshaw (Assistant VP of Graduate Studies) and the Provost to discuss the course-based MSc in cybersecurity. The Provost and Ben Bradshaw seemed very enthusiastic about the project, but made it clear that the first cybersecurity position (program leader, needed F17) should be one of the positions that will be approved for the School — not an additional position. Additional positions can be approved once the project is finalized and the expected start date (F18) is closer.

4. Assistant Director's Remarks – Michael

4.a Move

M. Wirth discussed the relocation of the School to the second floor of MacLachlan. The inner islands of the floor will be painted a light colour. The offices, however, will not be repainted, except where repairs are needed. The carpet will remain. The locks will be rekeyed.

All staff and most faculty will have offices. Five faculty are ok with not having an office. Some staff / faculty will be sharing (2 to 3 people for 1 office).

There will be two bookable meeting rooms and a storage room that will house the photocopier. Graduate student space and research space will be moving to VMI.

The move will be done in 2 days: one towards the end of November and another in early December.

Everyone should start cleaning out unwanted material and planning for packing asap. Blue bins are for paper waste. 400 pieces of 2 ft³ and 100 pieces of 5 ft³ moving boxes are available to allow packing to begin.

Mike the Mover will be doing the move. All furniture and heavy items will have to be moved by the mover. Faculty and staff should move their computers, as they should not to be put in boxes.

Everyone should label their packed boxes MOVE or STORE, and furniture should be labelled as MOVE, STORE, RECYCLE or TRASH. Removable labels will be provided.

J. McCuaig, who opted for no office, offered to lend her hydraulic standing desk for a year, should anyone need it.

4.b Labs and Other Relocation Issues

M. Wirth announced that the W17 labs in REYN114 will have to be moved. THRN 2418 will be turned to a 45 seat lab. A floor plan was presented showing the wall to be built. The lab will house Pi stations. Moreover, 40 iMacs will be moved from REYN to THRN 2420. Finally, THRN 2418 / 3401 hardware should be upgraded in S17.

In response to G. Klotz question if we are down a lab, J. McCuaig commented that we can use the Science Complex lab for the next year or so, and M. Wirth advised that he was able to book 1500 in that lab.

D. Stacey inquired for the procedure regarding those who have DNS servers. K. Johnston commented that he will have to re-IP everything as soon as we figure out what our new subnet will be.

M. Wirth mentioned that if anybody knows who would be interested to buy our large air con they should let him know.

L. Zweep inquired about the accessibility of the storage facility. M. Wirth said that it will not be accessible at all.

G. Grewal asked about the possibility to check the allocated rooms in MacLachlan. M. Wirth said visits will be arranged once the locks have been re-keyed, i.e., probably next week.

5. Associate Director's Remarks, Undergraduate Studies – Judi

5.a W17 TA Allocation

J. McCuaig thanked the faculty for their cooperation in the submission of some requested information. She discussed some details regarding preparation for the W17 TA allocation and commented on the formula used for the estimation of the number of TAs needed for each course. She encouraged the faculty to let her know if there is any special case that needs to be assessed specifically. Preliminary estimates have been posted on Wiki.

F. Song inquired on TA allocation for fourth year courses. J. McCuaig noted that assignments in senior courses tend to take longer to grade, but this is taken into account in the formula.

5.b W17 Course Outlines

J. McCuaig indicated that the W17 course outlines should be prepared asap, as the Director has to go through all of them before the beginning of the semester according to the University's regulations. She advised that her template will be posted on Wiki in Word document. P. Matsakis added that course outlines also help with the TA allocation process.

5.c Course Evaluation

J. McCuaig reminded that the upcoming course evaluation should be coordinated with D. Byart, and each instructor should specify asap the method to be used (online or in-class).

J. McCuaig mentioned that the same method must be chosen for all the sections of a course, and she noted that 1500 is the only multi-section course this semester. She also mentioned that in-class course evaluation can only be done at the beginning of the class; it can no longer be done at the end of the class because the classes are too big to get everyone done in time.

She quoted based on P. Matsakis' previous data analysis that in-class course evaluation results in fewer written comments compared to online course evaluation.

6. Associate Director's Remarks, Graduate Studies – Joe

6.a Graduate Number Trends

J. Sawada presented a slide showing the graduate number trends from F14 to W17. There are 5 admissions pending for W17 but this number should increase

in the upcoming weeks (expected to be close to 10-12). We are anticipating 8 students to graduate. We should have over 50 graduate students in W17.

6.b PhD External Examiner

At the last Council meeting a question came up on our policy for finding an external examiner for our “old” CIS PhDs. J. Sawada advised that from now on we will follow the current University Policy:

At least 8 weeks prior to expected defense date, it is the duty of the advisor to:

- 1. Identify three potential external examiners.*
- 2. Contact the potential external examiners to verify their availability.*
- 3. Nominate to the Program Committee the names of the three potential external examiners.*

From here, the Graduate Progress Committee will determine the suitability of the examiners and assemble the examination committee.

6.c Printing Fees for Grad Students

The printing fee policy will be maintained at \$40.00 for MSc and \$60 for PhD. The students will be encouraged to get set up on the printers but this will not be mandatory. If an advisor wishes to pay these fees with a grant, they can coordinate with J. Hughes and P. Reynen.

6.d Graduate Documents

The regulation on the PhD Thesis Defense was approved via online vote (13 in favour, 0 opposed). The new PhD regulations will soon be available on the Wiki, both in searchable text and PDF format.

J. Hughes has updated the PhD handbook for graduate students. She also created new MSC and PhD checklists.

A new form for assigning / tracking Learning Modules is under discussion.

D. Calvert noted that a decision should be made regarding the development of these modules.

Y. Xiang commented that there are two possibilities: create the modules right away or create them when there is a request.

J. Sawada suggested that the advisor could create a module when needed.

W. Gardner suggested that it might not be necessary to develop the modules, as it might be possible to find and use existing modules.

P. Matsakis asked the Curriculum Committee to discuss the matter and get back to the Council at the next meeting.

7. Outreach Committee – Lauren

4,000 prospective family and students attended the Fall Preview Day held on Sunday, Nov 6, 2016. Volunteers are needed for the Science & Engineering Sunday on Nov 13, 2016. Faculty are encouraged to attend the CPES Undergraduate Awards Night on Nov 8.

The University of Guelph will be hosting the Go Code Girl event in Feb 2017. This outreach program provides an exciting opportunity for girls across Ontario to learn about the exciting work of coding and software development, and also to discover opportunities in computing and engineering fields.

The Canadian Celebration of Women in Computing Conference has been canceled this year.

8. Strategic Planning Committee – Dan

D. Gillis presented slides on the School's strategic fundraising priorities.

He presented the involved criteria: advancing world-class excellence in teaching, research, or student learning & experience; addressing the student needs; accelerating progress in a particular area; addressing a safety and accessibility issue; recognizing achievement.

He also presented 6 options for fundraising: academic entities, faculty positions, program support, lecture series, student support, infrastructure / capital projects.

He mentioned that the submitted proposals corresponded to 3 of these options (program support, student support, infrastructure support) while potential additional proposals corresponded to 2 other options (faculty positions, lecture series).

9. Target Enrolment – Michael

M. Wirth opened a discussion about keeping the yearly incoming undergraduate enrolment at 250 students.

He presented slides showing the incoming number of students, the total number of students, and the faculty ratio this year and next year, assuming the approval of new faculty positions.

He moved the following motion, seconded by P. Matsakis:

The School of Computer Science approves a yearly target undergraduate enrolment of 250 students.

This is contingent upon the school receiving enough funding to hire a lab manager and a second program counsellor and to grow to 25 regular faculty and 2 CL teaching-focused faculty within the next two years, so as to be able to support all the teaching requirements associated with this target. Note that the implementation of a summer academic semester or of a new major or graduate program will require additional human resources (e.g., 3 additional regular faculty for a summer academic semester, 3 additional regular faculty for a course-based MSc in cybersecurity).

In favour: all but 2. Opposed: 2. **Motion Passed.**

Meeting adjourned at 2:35 p.m.