

**School of Computer Science  
Council Meeting Minutes  
Tuesday, November 22, 2016  
1:00 – 2:30 p.m., REYN 219**

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

**Regrets – Faculty:** Luiza Antonie, Rozita Dara, Fatima Hussain, Blair Nonnecke, Mark Wineberg; **Staff:** Deb Byart, Greg Klotz, Phyllis Reynen; **Student Representatives:** Samuel Opawale

**1. Approval of Agenda**

Motion to approve the agenda moved by M. Wirth and seconded by J. McCuaig. All in favour. **MOTION PASSED.**

**2. Approval of Minutes from November 8, 2016**

Motion to approve the minutes moved by M. Wirth and seconded by G. Grewal. All In favour. **MOTION PASSED.**

**3. Interim Director's Remarks – Pascal**

**Away**

P. Matsakis will be away from Dec 2 to Dec 9, 2016.  
M. Wirth will be the Deputy Interim Director during his absence.  
The next Council meeting on Dec 6 may be cancelled.

**SoCS Holiday Lunch**

Many thanks to L. Zweep and K. Johnston who organized the upcoming SoCS holiday lunch to be held at the Holiday Inn on Tuesday, Dec 13, 12:00 p.m.

## Analyst III

Many thanks to G. Grewal and K. Johnston, members of the Analyst Hiring Committee, and to Kaizaad Bilimorya (SHARCNET) who assisted with the interviews. Congratulations to Dana Rea, who will join the School as Analyst III on Nov 28, 2016.

## Unknowns

No updates on the second program counsellor position, faculty positions, Director search or Interim Dean.

## Growth

The following objectives/priorities were presented:

- 1) Keep the yearly undergraduate enrolment at 250
- 2) Introduce a summer co-op semester, starting 2018-2019
- 3) Introduce a MSc in Cybersecurity, starting 2018-2019
- 4) Increase the enrolment to 300, starting 2019-2020

This was followed by a discussion on the needs in meeting these objectives:

- To meet objective 1: 25 regular faculty and 2 CL faculty
- To meet objectives 1 and 2: 28 regular faculty and 2 CL faculty
- To meet objectives 1, 2 and 3: 31 regular faculty and 2 CL faculty
- To meet objectives 1, 2, 3 and 4: 32 regular faculty and 3 CL faculty

## Timeline

	Number of regular faculty	Number of CL faculty
<b>F16</b>	21 (including A. Hamilton-Wright)	2
retirements, end of contract	-1 (W. Gardner)	-2 (R. Dara, F. Hussain)
hires, contract renewal/extension	+1 in cybersecurity (Assoc. Prof.) +2 in other needed areas (Assis. Prof.)	+2 (two-year, teaching-focused)
<b>F17</b>	23	2
retirements, end of contract	some faculty may retire	
hires, contract renewal/extension	+1 in cybersecurity (Assis. Prof.) +4 in other areas (Assis. Prof.) and compensate for retirements if any	
<b>F18</b>	28	2
retirements, end of contract	some faculty may retire	-2
hires, contract renewal/extension	+1 in cybersecurity (Assis. Prof.) +3 in other areas (Assis. Prof.) and compensate for retirements if any	+3 (teaching-focused)
<b>F19</b>	32	3

There will not be enough offices in the upgraded Reynolds to accommodate 35 faculty in F19 — unless the seminar room on the 2<sup>nd</sup> floor is split into 2 offices (like the seminar room on the 3<sup>rd</sup> floor) and the group project work spaces in the basement are replaced with 3 offices.

#### **4. Physical Space Committee – Michael**

Everyone should have started packing already.

SHARCNET will not be moving from MacLachlan. However, 6 offices on the 9<sup>th</sup> floor of MacKinnon have become available to house the administrative staff and the Interim Director. The staff and Director will move on Monday, December 5<sup>th</sup>. The moving date for faculty to MacLachlan is now December 19<sup>th</sup>.

Grad students will be allocated 15 desks at VMI.

The faculty and staff are encouraged to label everything accordingly. It was suggested for everyone to check their office allocation prior to the move to find out which furniture will fit (desks, cabinets, whiteboards, etc.).

#### **Comments regarding the space allocation and relocation procedures:**

- In response to G. Grewal's inquiry, K. Johnston confirmed that there will be an allocated photocopier for the faculty to use once the staff has moved to MacKinnon on December 5<sup>th</sup>.
- F. Song asked about dismantling multi-piece office desks. M. Wirth advised that the faculty and staff should not do any lifting/moving of furniture as work orders have already been arranged with Physical Resources. F. Song also inquired if there is an allocated lunchroom to use in MacLachlan. M. Wirth commented that there is a lunchroom on the third floor.
- S. Scott asked about the whiteboards. M. Wirth advised that they should be labelled to give instructions to Physical Resources as to where they should be mounted or placed.
- In response to J. Sawada's inquiry about the timeline, M. Wirth advised that the renovation is expected to start in Feb and should be completed by S18.
- L. Zweep inquired about the storage space. M. Wirth indicated that there will be no access to the items in storage until the renovation is complete.

**5. Graduate Curriculum Committee - Yang**

Y. Xiang presented suggestions for the creation of learning modules for the PhD program. After discussion, a motion to delegate the creation of these modules to the Graduate Curriculum Committee, with drafts presented to the Council in W17, and completion of the modules by the end of W17, was moved by P. Matsakis and seconded by D. Chiu.

In favour: all but 1. Abstentions: 1. **MOTION PASSED.**

**6. Any other business**

N/A

**Meeting adjourned at 2:00 p.m.**