

**School of Computer Science  
Council Meeting Minutes  
Tuesday, January 10, 2017  
1:00 – 2:30 p.m., MCKN 307**

**In attendance – Faculty:** Luiza Antonie, David Calvert, David Chiu, Rozita Dara, Daniel Gillis, Gary Grewal, Andrew Hamilton-Wright, Fatima Hussain, Stefan Kremer, Xining Li, Pascal Matsakis (Interim Director), Judi McCuaig, Joseph Sawada, Fei Song, Deborah Stacey, Fangju Wang, Mark Wineberg, Michael Wirth, Yang Xiang; **Staff:** Debra Byart, Monaliza Gill (Recording Secretary), Jennifer Hughes, Kyle Johnston, Greg Klotz, Dana Rea, Lauren Zweep; **Student Representatives:** Patrick Houlding, Samuel Opawale

**Regrets – Faculty:** William Gardner, Blair Nonnecke, Charlie Obimbo (on sabbatical), Stacey Scott; **Staff:** Phyllis Reynen

**1. Approval of Agenda**

Motion to approve the agenda moved by J. McCuaig and seconded by Y. Xiang.

Friendly amendment made by P. Matsakis to change the agenda and include remarks on the 2017 Guelph Technology Showcase by G. Klotz.

All in favour. **MOTION PASSED.**

**2. Approval of Minutes from November 22, 2016**

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

**3. Tech Showcase – Greg**

G. Klotz mentioned some companies who will be attending the 2017 Guelph Technology Showcase that will be held on January 18 from 5:30 to 7:30pm in the Science Complex Atrium. Link to the event was emailed to the Council (<http://www.uoguelph.ca/~techshow/>)

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

P. Matsakis provided opening comments and thanked all for their hard work in 2016, as well as for their understanding, cooperation, and patience regarding the move and space issues. Big thanks to the staff who made things happen. Many thanks to all the members of the SoCS committees for their contributions. Special thanks to the chairs of these committees. Very special thanks to the associate and assistant directors who are doing an extraordinary job.

P. Matsakis welcomed A. Hamilton-Wright (Associate Professor) who started on Jan 1, 2017 and D. Rea (2nd Systems Analyst III) who started on Nov 28, 2016. He also noted that the Interim Dean, Dr. Richard Zytner (Professor, School of Engineering) may visit us soon.

## **Budget**

P. Matsakis presented items in the base budget for 2015/2016 (see slides). He noted that in the past year (S16-W17) 10 SL, 60 UTA and 67 GTA positions were offered, while the base budget only covers 4 SL, 36 UTA and 44 GTA positions. The *Operating* amount (\$120K/year, mostly for software and hardware) is about what we need, but we need more for the *Internal Charges* (currently \$20K/year, mostly for telephone and IT charges) and *Travel/Hospitality* (\$15K/year, mostly for outreach). The item *Internal Recoveries* is related to our DE courses: the base budget is actually higher if we make more than \$220K with our DE courses, but lower if we make less.

The base budget is incremented every year, and P. Matsakis presented a comparison between the requested \$1M increment for 2016/2017 and the approved \$0.5M increment (see slides). Only 1 new tenure-track faculty position is covered by the approved incremental base budget — or 1.5 if we give up the program counsellor position.

## **Tenure-Track Faculty Positions**

We actually can afford to request 3 tenure-track faculty positions (and a part time temporary assistant program counsellor position instead of a full time permanent program counsellor position), but only because a senior faculty will start phased retirement in 2017/2018. The 3 positions have been approved by the Dean but not yet by the Provost.

If the positions are approved, we'll have 24.5 faculty next year, including 2 CLs (0.5 more than in 2009, i.e., before the budget cuts, except that we had no CLs in 2009, and we now have 3 times more undergraduate students — but only 55 grad students instead of 100). As a side note, we currently have 7.5 staff (0.5 more than in 2009).

The posting for the 3 positions was prepared 5 weeks ago by the Faculty Search Committee with input from the Assistant Director and the Strategic Planning Committee. Basically, we are looking for the best possible candidates, strong researchers, able and willing to teach fundamental senior undergraduate courses we struggle to offer (see slides for details). In other words, these are open positions, and this is a choice consistent with discussions we had at Council meetings back in May and June.

## **CL Faculty Positions**

The 2 two-year teaching-focused faculty positions were posted on Dec 12, 2016 and the deadline is Jan 22, 2017 (or until suitable candidates are found). There are about 55 applicants to date.

## **Graduate Program Assistant**

J. Hughes will be on maternity for one year, and a replacement is needed for March 2017-2018. The position has just been posted.

## **Administrative Assistant**

The former Administrative Assistant, S. Cantlon, will conclude her secondment position as Executive Assistant to the Chief Information Officer and Chief Librarian on June 14, 2017. We expect a decision soon regarding her possible return to the School.

## **Institutional Quality Assurance Process (IQAP)**

The school submitted an internal review document in Feb 2014, as part of the IQAP. External reviewers read the document, visited the school, and submitted a report with 26 recommendations in Apr 2014. A response to the report was written by the school, the Dean, and the Provost. The response was accepted conditionally by the Senate Committee on Quality Assurance (SCQA) in Dec 2014. The School now has to submit a follow-up report. Its aim is to indicate the status of the implementation of the 26 recommendations and a timeline for implementing those which are outstanding. A draft of the follow-up report is being prepared (the main contributors are P. Matsakis, J. McCuaig, J. Sawada and M. Wirth). P. Matsakis will meet with P. Tersigni (Director, Academic Programs and Policy) next week for feedback, then the follow-up report will be revised and submitted to the SCQA by the end of Jan. It is hoped that the School will not be asked to submit a mid-term internal review report in 2018.

## **5. Assistant Director's Remarks – Michael**

M. Wirth reported that the Reynolds building has been locked and servers have been moved. All labs are now in Thornbrough and the Science Complex, and there is no major issue at this point. In response to D. Stacey's inquiry about the accessibility at Thornbrough, K. Johnston advised that the key card access has been set-up in all doors.

Two meeting rooms at MacLachlan building are now available and ready for booking (contact M. Gill). MCLN 202 can easily fit 4 people and MCLN 228 can comfortably fit 6 people. There is also a meeting room in MacKinnon, which can fit 6 people. Two portable projectors are available for these meeting rooms (contact K. Johnston and D. Rea).

The Renovations and Expansion Committee met with Physical Resources and the contractor Mettko in Dec 2016. There will be a few more meetings before the end of Feb 2017 to finalize the floor plans for the upgraded Reynolds building. It seems that there is a \$1M budget for furniture, but this is to be confirmed.

## **6. Associate Director's Remarks (Undergraduate) – Judi**

J. McCuaig noted an increase in academic integrity investigations in F16. There are a few issues faculty need to be aware of:

1. Students have access to solutions to all old programming assignments from previous years. Faculty should try to avoid reusing assignments without making extensive modifications first.
2. Students have extensive social networks for communicating with one another. Assume that any information you give one student will be shared with several students. This includes information a student might get by writing an exam early. They can and will share what they learned by writing early. If a student needs exam writing accommodations, get them to write the exam AFTER the class has written it, not before (or use a different exam).
3. The AIO can come to classes to give talks about academic integrity at any point in the semester. Send an email to [acinteg@socs.uoguelph.ca](mailto:acinteg@socs.uoguelph.ca) to book a time.
4. Github gives students free private repositories. Please make your students aware that a failure to make a repository private is an academic integrity violation.

## **7. Associate Director's Remarks (Graduate) – Joe**

J. Sawada gave an update on Graduate Activities (see slides).

1. We currently have 40 MSc and 15 PhD students. We have 8 new MSc and 3 new PhD this winter, but 4 MSc and 4 PhD will be doing their defense. Two students withdrew from the program and three did not get their visa and will be deferring.
2. Changes in the Graduate Calendar have been finalized in compliance with the recently approved regulations. The next step for the Graduate Curriculum Committee is to create the PhD Learning Modules.
3. The school has been given an extra \$8800 in NSERC GRF funds to spend on one or more graduate students before March 2017. The funds will be divided up equally among faculty offering GRA this winter. Email P. Reynen and copy J. Hughes with the student's name(s) and the GRA commitments by Jan 20, 2017. Only 6 faculty have indicated GRA commitments so far.

4. J. Hughes has updated and posted the handbooks for our MSc and PhD students with all the relevant details from our recently approved regulations. Feedback from faculty is encouraged (<http://wiki.socs.uoguelph.ca/>)
5. J. Sawada showed the university regulations for PhD External Examiner, and outlined the requirements below:

*The external examiner must not have served as advisor to the student's advisor, and must not have participated in joint projects with the advisor. In addition, the external examiner must not have been a student or member of the graduate faculty at the University in the last five years.*

6. J. Sawada noted that while on sabbatical this semester, he will be maintaining his duties as the Associate Director of Graduate Studies. He will be on campus on Tuesdays for meetings and will always be available via email. However, he will be on vacation from Jan 11 to 19.

#### **8. Any other business**

N/A

**Meeting adjourned at 2:11 p.m.**