

SCHOOL OF COMPUTER SCIENCE
Council Meeting Minutes
Tuesday, January 24, 2017
1:00 p.m., MacKinnon 307

In Attendance: Faculty: Pascal Matsakis (Interim Director), Luiza Antonie, David Calvert, David Chiu, Rozita Dara, Daniel Gillis, Gary Grewal, Andrew Hamilton-Wright, Fatima Hussain, Stefan Kremer, Xining Li, Joe Sawada, Stacey Scott, Fei Song, Deborah Stacey, Fangju Wang, Mark Wineberg, Michael Wirth, Yang Xiang; **Staff:** Jennifer Hughes and Debra Byart (Recording Secretaries), Kyle Johnston, Dana Rea, Greg Klotz; **Student Representatives:** Patrick Houlding

Regrets: Faculty: Charlie Obimbo (on Sabbatical), Judi McCuaig, William Gardner, Blair Nonnecke; **Staff:** Phyllis Reynen, Monaliza Gill, Lauren Zweep

1. *Approval of the Agenda*

Motion to approve the Agenda moved by D. Stacey and seconded by A. Hamilton-Wright.

A friendly amendment was made by P. Matsakis to make changes to the Agenda. Due to the absence of L. Zweep, the report on the Outreach Committee (item #5) will be rescheduled in two weeks. Also, in two weeks, M. Wineberg will provide his report on the Awards and Scholarships Committee (item #6). Finally, P. Matsakis requested G. Klotz discuss the recent Guelph Tech Showcase and it was added to the Agenda as item #3.

No objection to adopting the amendment. All in favour. **MOTION PASSED.**

2. *Approval of Minutes from Jan 10, 2017*

Motion to approve the Minutes moved by A. Hamilton-Wright and seconded by Y. Xiang. All in favour. **MOTION PASSED.**

3. *Tech Showcase – G. Klotz*

G. Klotz discussed the recent Guelph Technology Showcase which was held on January 18th from 5:30 to 7:30 p.m. at the Science Complex Atrium. It featured approximately 30 exhibitors most notably IBM, Thalmic Labs and FreshBooks. There were more than 600 students who attended and the event was hugely successful. The majority of the costs for the event were covered by \$2,500 in sponsorships. P. Matsakis thanked G. Klotz for his hard work preparing the event.

4. *Interim Director's Remarks – P. Matsakis*

Director Search – P. Matsakis was originally asked last Fall if he would be willing to serve for the full 5-year term but he declined. However, he would be willing to consider extending his Interim Director appointment up to two years. The faculty and staff conducted a survey. A large majority of faculty and staff voted in favour of extending his appointment instead of conducting a formal internal or external search for a new Director. The results of the SoCS October 2016 survey were submitted to CPES Dean Vannelli. In conversation with P. Matsakis, the Dean expressed his support for the extension and seemed confident the UGFA would support it as well. However, in early January 2017, at a recent meeting with the new Interim Dean, Richard Zytner, it appears the UGFA does not or does no longer support the idea. It is P. Matsakis' understanding that a formal search should begin this Winter 2017.

G. Grewal requested clarification as to why the Interim Dean and/or UGFA do not "support" the extension.

P. Matsakis explained that it is not standard practice to have the Interim Director position extended. There have been occasions where it has occurred across the University, but the UGFA must approve the extension of the Interim Director's appointment.

G. Grewal would prefer the Interim Dean personally address the School about this matter before a final decision is made.

Administrative Assistant – P. Matsakis reported that the current permanent Administrative Assistant, Sheryl Cantlon, will end her secondment on June 14, 2017. In a recent email, Rebecca Graham (CIO/Chief Librarian), Sheryl's current supervisor, wrote: "*I would not anticipate having a final decision made until about 60 days in advance of the secondment*". The faculty has no input into the decision regarding the possibility of Sheryl's return. A secondment allows her the option. There is no indication whether Phyllis Reynen may or may not decide to stay in her contract.

Graduate Program Assistant – To date there have been 25 applicants for the position including two level 2 positions. These candidates have a temporary position at the University of Guelph so they have priority. There was no candidate that is currently in permanent status level 1. The first interviews are scheduled for today. A decision should be announced by the next Council meeting.

Second Program Counsellor – The aim is to have a temporary part-time assistant program counsellor this Winter and a permanent part-time program counsellor starting this Summer (to be fully operational by the Fall semester). There is funding available for this permanent position since only one tenure-track position was approved.

CL Faculty Positions – There were two 2-year CL positions posted and over 100 applications were received. The job posting closed on January 22nd. The Search Committee will be meeting next week to review the applications.

Communication Protocols – P. Matsakis discussed the process of communication between the School, the Dean, and the Provost. Typically, the Director of the School meets with the CPES Dean every second week and the Dean meets with the Provost every other week. Any concerns that the Director may have are brought to the Dean, who a week later speaks with the Provost, and the response is given to the Director by the Dean a week later. P. Matsakis met with the Interim Dean in January for the first time.

Tenure-track Faculty Positions – The Dean reported to P. Matsakis that one tenure-track position was approved out of the 3 positions originally requested. Although the Provost reported she has SoCS' best interest in mind, she feels she is lacking complete information in order to approve all three faculty positions. A case for the hiring of 3 faculty is being prepared and will be discussed with the Interim Dean, and then brought to the Provost.

Summer Semester – The School has approved the development of a Summer academic semester. The Provost needs supplementary information (e.g. why it is important for SoCS, the students, Co-op programs, etc.). It is important to act now by submitting a proposal as soon as possible if we want this accomplished by Fall 2018. A case for a Summer academic semester is being prepared and will be discussed with the Interim Dean, and then brought to the Provost.

MSc in Cybersecurity – The School has approved the development of this Master's program (in principle and subject to funding). We need two or three faculty for this new program, including a program leader to help us finalize the program, and we want the program to begin in Fall 2018. A case is being prepared and will be discussed with the Interim Dean, with Ben Bradshaw (AVP Grad Studies), and then brought to the Provost.

IQAP – Patricia Tersigni, Director of Academic Programs & Policy, is requesting additional documentation. P. Matsakis mentioned that the School must prepare a report for the SCQA (Senate Committee of Quality Assurance) which is part of the IQAP. While we have responded to the 26 recommendations provided by the external reviewers, we also need to respond to the SCQA comments. This will be submitted to the SCQA by the end of February.

5. Computing Infrastructure Committee – K. Johnston

Labs – K. Johnston reported that labs have been set up in the Thornbrough building. There are 39 iMacs currently working in THRN 2420 with an additional 5 machines yet to be installed. There will be a total of 42 machines in this lab by next week. The Sunrays are still functioning in THRN 3401. THRN 3401 is being used as a TA space with a signup sheet on the door. Space is booked on a first come first served basis. Many courses are using this TA advising space. Only TAs have access to this room via their swipe cards. THRN 2420 is available during "downtimes" between labs for TA advising.

SOCS Vulnerability Regarding Cybersecurity Threats – The University is very worried about cybersecurity so ensure that you are careful about any links you click on and attachments

you open in an email. Verify the sender is legitimate first. P. Matsakis reported that the Provost has asked Chairs/Directors to evaluate “cybersecurity threats” in their departments/schools. K. Johnston and D. Rea provided a report to P. Matsakis outlining SoCS vulnerabilities.

Demise of CCS Personal Web Hosting Service by July - CCS is disabling userdir web hosting by July 17th. This is mainly due to AODA compliance issues. People using that system will need to find an alternative. CCS is looking at alternatives for the servers (Static HTML pages, Moodle, Courselink for courses currently available). SoCS userdirs are still enabled for personal web hosting, however materials used for courses are recommended to be placed on an AODA platform to conform to university policy.

6. *International Programs Committee – F. Song*

F. Song provided a brief summary of the International Program Committee, its membership and its primary mandate. The committee started in early 2014 after the first visit from DNU, Dalian Nationalities University, in November 2013. Its major mandate was to “work on building a joint program in B. Comp (Computer Science)”. The current membership consists of David Chiu, Xining Li and Fei Song. There is a desire to bring two of the original members, Greg Klotz and Zoe Zhu, back to the committee.

The official agreement between DNU and the University of Guelph was signed in Summer 2015 with the arrival to Guelph of the first student, Alex Zhu, in Fall 2016. There have been several potential applicants but students must pass the English requirement. This appears to be challenging for most of the students.

The Committee will be preparing a checklist with timelines so that new applicants have a smoother process. It is suggested that there be communication with DNU about the current status:

- How many possible applicants will there be in 2017?
- Do they require any help with ideas to promote this program?
- If the language requirement is the main issue, could they be encouraged to explore the on-campus ESL program?

The main focus for the future: DNU would like to know if we are interested in sending visitors to each side. Each university will cover the expenses for the visitors including travel, accommodations and meals. Since DNU has specially allocated funds, a hotel and restaurants on campus, this is more feasible for them.

There is a professor at Nanjing University of Aeronautics and Astronautics (NUAA) who is interested in a possible co-supervision of graduate students.

Goals to consider:

- Need to identify researchers with common interests
- Hosting self-funded visiting students at Guelph
- Visiting NUAA for more communications
- Building long-term collaborations
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S. Scott asked F. Song: What is the structure of this program? F. Song replied that it is 2+2 years. Therefore, we map courses into their courses; half of the time at DNU and half of the time at U. of G.

7. *Any other business*

P. Matsakis reminded the SoCS Committee Chairs that he would like a report from them at least once every other month, in addition to the monthly reports from the Assistant and Associate Directors.

Meeting concluded at 1:40pm