

**School of Computer Science
Council Meeting Minutes
Tuesday, February 7, 2017
1:00 – 2:20 p.m., MCKN 307**

In attendance - Faculty: David Calvert, David Chiu, Rozita Dara, William Gardner, Dan Gillis, Gary Grewal, Andrew Hamilton-Wright, Stefan Kremer, Xining Li, Pascal Matsakis (Interim Director), Judi McCuaig, Blair Nonnecke, Fei Song, Deborah Stacey, Fangju Wang, Mark Wineberg, Michael Wirth, Yang Xiang; **Staff:** Deb Byart, Monaliza Gill (Recording Secretary), Jennifer Hughes, Kyle Johnston, Greg Klotz, Dana Rea, Lauren Zweep; **Student Representatives:** Patrick Houlding

Regrets – Faculty: Luiza Antonie, Fatima Hussain, Charlie Obimbo (on sabbatical), Joe Sawada, Stacey Scott; **Staff:** Phyllis Reynen; **Student Representatives:** Samuel Opawale

1. Approval of Agenda

Motion to approve the agenda moved by J. McCuaig and seconded by D. Calvert.

A friendly amendment to change the Agenda was made by P. Matsakis to include remarks of D. Gillis regarding the upcoming UofG/Google Events.

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

2. Approval of Minutes from Jan 24, 2017

Motion to approve the minutes moved by D. Chiu and seconded by M. Wirth.

All in favour. **MOTION PASSED.**

3. UofG/Google Event – Dan

The upcoming Google Research Event to be held on Feb 16 from 1:30 to 4:00 p.m. at the Google Offices in Kitchener / Waterloo is open to all faculty, staff, and grad students. L. Antonie, S. Scott and A. Hamilton-Wright will be giving short presentations, along with faculty from the School of Engineering. Google staff will also be presenting their work.

Bus will leave the UC at 12:30 p.m. and will return to Guelph by around 5:00 p.m. The attendees who wish to take the bus must advise D. Gillis and R. D'Lugos (rldugos@uoguelph.ca) to keep track of numbers.

4. Interim Director's Remarks – Pascal

Director Search – Provost requested of the UGFA that P. Matsakis be allowed to continue as Director on an Interim basis for one year, and the UGFA has agreed to the Provost's request. However, P. Matsakis has not signed any contract yet.

Graduate Program Assistant – There were 25 applicants to the temporary position, including two Level-2 candidates. The two Level-2 candidates have been interviewed and an offer letter has been sent to the selected candidate who is expected to start two weeks before J. Hughes goes on maternity leave.

CL Faculty Positions – 112 applications were received by the deadline. The search committee's first meeting was last week and the committee has already started reviewing the applications. Next update will be given in March.

Tenure-Track Faculty Positions – The approved incremental budget only allows one tenure-track faculty position. The document that presents the case for the hiring of three faculty should be ready by tomorrow and the case will be brought to R. Zytner (Dean), then to C. Yates (Provost). The main arguments are that the class sizes are alarming high; the number of electives and graduate courses is alarming low; there is more teaching, more service, more stress, and less research; there is significant erosion of instructional quality. Charts were shown to the Council to illustrate these facts.

Summer Semesters – The document that presents the case for a summer academic semester has already been sent to and will soon be discussed with R. Zytner.

MSc in Cybersecurity – A draft of the document that presents the case for a course-based MSc in cybersecurity was sent to the Assistant Vice-President, Grad Studies (B. Bradshaw) a while ago; the AVP provided feedback in a meeting held last week; the document was revised accordingly and then sent to the AVP and the Dean. P. Matsakis will soon meet with the Dean and the case will be brought to the Provost.

IQAP – The follow-up report requested by the Senate Committee on Quality Assurance (SCQA) will be finalized with P. Tersigni (Director, Academic Programs and Policy) and sent to the SCQA by the end of February.

5. Assistant Director's Remarks – Michael

Reynolds Renovation – The windows in the Reynolds building will be refurbished because of heritage requirements. They will not be operable. In response to G. Grewal's inquiry regarding the airflow quality in the building, M. Wirth advised that Physical Resources are working on a new system to ensure that the building is safe and not harmful. The stairwell glass will be replaced. New plumbing, electrical, and HVAC will be installed. There are funds to replace all furniture.

The new floor plans (as of today) were presented. The basement has a 48-seat lab, two group workspaces (that can be transformed to meeting rooms or research labs or additional offices), two 20-seat seminar rooms (also used as TA space) and a 30-seat grad space. Ground floor has 11 offices, a mail/copy room, a 50-seat seminar room, a meeting room, a faculty/staff lounge, and waiting areas. The second floor has 14 offices, two meeting rooms (which can also be used as group project workspaces, or research labs, or double offices), a small copy room, two large areas for grad pods with cubicles and moveable storage. The third floor is similar, but one of the areas for grad pods will be used as a 20-seat lab for the MSc in cybersecurity. Note that each office will be about 130 SF (standardized UoG size).

P. Houlding inquired about the space allocation for SOCIS. M. Wirth and P. Matsakis discussed briefly the issue and the consensus was that there will not be any room allocated to SOCIS, but SOCIS will be able to book one of the group project workspaces in the basement.

G. Klotz asked about his room allocation and the waiting area for students that require counselling services. M. Wirth mentioned that there will be enough space in the lounge/waiting area for these students to use.

6. Outreach Committee - Lauren

Fall Event Debrief - L. Zweep presented a recap of the F16 events: 136,000 guests attended the **Ontario Universities' Fair** (73% increase in the prospective student data collection); 4200 guests attended the **Fall Preview Day** (+200 from 2015); 2600 guests attended the **Science & Engineering Sunday** (+260 from 2015).

Fall 2017 Round 1 Applications – A chart was presented comparing numbers of applications for F16 and F17: applications are upped by 170 (1554 instead of 1384); first choice applications are upped by 3.2%; second choice applications are upped by 2.2%; third choice applications are upped by 4.7%.

Website – On average, there are 100 unique users per day (300 at the beginning of a new semester) and each visit lasts 3.5 minutes.

Upcoming Recruitment Events – Faculty are encouraged to commit at least one or two hours in the following events:

- **B. Comp Online Chat**, March 2, 2017
- **March Break Campus Tours**, March 13-17, 2017
- **Campus Day**, March 26, 2017
- **Interaction Conference**, April 26-27, 2017
- **Spring Academic Open House**, May 17, 2017

Upcoming Engagement Events – Faculty are also encouraged to commit at least one or two hours in the following events:

- **Go Code Girl**, February 25, 2017
- **Guelph Hacks For Mental Health**, March 11-12, 2017
- **Roboticon**, March 18-19, 2017
- **Summer Coding Camp**, July 24-28, 2017

7. Awards and Scholarships Committee – Mark

Graduate Excellence Entrance Scholarship (GEES) – Value: Master's - \$15,000 payable over 3 semesters; Doctoral - \$30,000 payable over 3 semesters. Applicants must be Canadian students entering a graduate program in the upcoming semester with a minimum of 85% admission average. Awarded in the fall.

Graduate Tuition Scholarships (GTS) – Value: Master's - \$16,000 payable over 6 semesters; Doctoral - \$32,000 payable over 12 semesters. Applicants must be registered full-time Canadian students entering a graduate program in the upcoming semester with a minimum of 75% admission average. Awarded in the summer, fall, and winter.

International Graduate Tuition Scholarships – Value: Masters - \$15,000 per year for 2 years; Doctoral - \$15,000 per year for 4 years. Applicants must be international students entering a graduate program with a minimum admission average of A- or 80%. However, this award is already closed. CPES got two scholarships that were awarded to PhD students.

CPES Dean's Scholarship – Value: Master's - \$1,500 each; Doctoral - \$3,500 each. This scholarship is available to all students with minimum average of 80% over the last year of full-time (or equivalent) study. However, due to the volume of qualified students, the Committee was asked to provide a ranking. Results this coming March.

8. Any other business

N/A

Meeting adjourned at 2:04 p.m.