

**School of Computer Science
Council Meeting Minutes
Tuesday, February 21, 2017
1:00 – 2:20 p.m., MCKN 318**

In attendance – Faculty: Luiza Antonie, David Calvert, David Chiu, Dan Gillis, Fatima Hussain, Stefan Kremer, Pascal Matsakis (Interim Director), Judi McCuaig, Blair Nonnecke, Joe Sawada, Stacey Scott, 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: Rozita Dara, William Gardner, Gary Grewal, Andrew Hamilton-Wright, Xining Li, Charlie Obimbo (on sabbatical); **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 include remarks and a discussion about the F17 enrolment was made by P. Matsakis. All in favour. **MOTION PASSED.**

2. Approval of Minutes from Feb 7, 2017

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

3. Interim Director's Remarks – Pascal

Away

P. Matsakis is away Feb 28 to March 3.
M. Wirth will be the Deputy Interim Director.

Renovation

A meeting was held last week with Physical Resources and METTKO (contractor). The floor plans have been revised. The most important changes concern the second and first floors. There will be a grad lounge on the second floor as a result of merging an office and the lunchroom (which was previously a copy/mail room; now on the third floor). The grad lounge can easily be separated back to an office and lunchroom if needed. A flat panel will be installed in the meeting room / group project workspace (northwest corner, second floor). The office for the office clerk on the first floor becomes an open space with a counter towards the large corridor. There will also be a waiting area with digital display on the wall in the large

corridor, opposite the office clerk's space. In addition, we were given three different choices of tile flooring to pick (and M. Wirth commented that the tile must be AODA compliant). There will be no dedicated space for SOCIS. However, SOCIS will be able to book one of the group project workspaces in the basement. Eventually, there will be a dedicated space in the extension building.

Possible strike by CUPE 3913

Management and CUPE 3913 have been in contract negotiations since September, but the parties have been unable to reach an agreement. As a result, a legal strike may potentially occur starting Monday, February 27. As the Interim Director of the School, P. Matsakis has managerial responsibility for CUPE 3913 members and cannot initiate any conversations about bargaining or about what might happen if there is a strike. Faculty are free to discuss how to prepare for and handle a strike in their courses after the Council meeting. P. Matsakis reviewed their rights and responsibilities (see slides). He also asked faculty to ensure that all student work is kept on campus in an accessible room.

4. Enrolment F17 – Pascal

P. Matsakis reported that Karen Gordon (CPES Associate Dean, Academic) has demanded our target enrolment for F17. He went over the student/faculty ratio at the School and the numbers of FTE undergrad students and faculty from 2012 to 2018. He compared the student/faculty ratios at the School with the student/faculty ratios at various comprehensive universities (according to Maclean's University Rankings 2015). He showed how the F17 enrolment and the number of approved new tenure-track faculty positions (1 as of today) will impact the student/faculty ratio at the School in 2017-18.

P. Matsakis then announced that the Provost has revoked the approval on the hire funded through the incremental growth: there is therefore no approved new tenure-track faculty position at this time. He mentioned that he would not comment on the reason for the revocation, but was hoping that the position would be unfrozen by the next Council meeting. He also mentioned that the revocation added uncertainty to the extension of his appointment as Interim Director.

M. Wirth commented that the decisions regarding enrolment were being made by the Registrar. P. Matsakis said that to his knowledge this was not the case, but he would clarify with Karen Gordon. D. Stacey commented that 150 was the top we could take. D. Calvert suggested 120 would be a reasonable target. S. Kremer said that, based on his experience, we never get what we ask for. He also suggested more communication with upper level.

**A motion to approve the target enrolment of 120 students
for F17 was moved by J. McCuaig and seconded by D. Stacey.**

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

5. Graduate Curriculum Committee – Yang

MSc Learning Outcomes

Learning Outcomes for the PhD in Computational Sciences were passed in 2014. Learning Outcomes for the MSc in Computer Science have just been drafted, in compliance with IQAP and as requested by the SCQA.

**A motion to approve the drafted Learning Outcomes for the MSc in Computer Science was moved by Y. Xiang and seconded by D. Stacey.
All in Favor. MOTION PASSED.**

Grade Average for PhD Admission

Y. Xiang went over the current PhD admission requirement on grade average (minimum B average required) and presented the letter grade interpretation as per the Graduate Calendar. He also discussed the considerations in favor vs. the negative impact of raising the requirement. The Graduate Curriculum Committee recommendation is to leave the calendar description as is; however, the Graduate Admissions Committee may ask co-advisors to provide additional supporting information for students with less than 80% grade average; the PHD.CSCI Regulation on Admission Requirements should be amended accordingly.

Discussion on the Committee's recommendation followed. In particular:

- J. McCuaig said that there is no problem with the current PhD admission requirement. She questioned the need to fix something that is not broken.
- D. Calvert agreed that this is an intense program and students are expected to work very hard, but he felt that this would not solve any issue.
- P. Matsakis commented that a minimum B average is a University admission requirement. We have a stronger requirement for the MSc (minimum 75% average), and we should have a stronger requirement for the PhD, especially given the fact that this is a PhD the students are expected to complete in 3 years only.
- S. Kremer felt that there were two issues to be regarded. He mentioned that there is probably a good consensus on leaving the calendar description as is, and suggested to vote on the rest of the recommendation separately.
- P. Matsakis wondered why “*may* ask” in the Committee's recommendation. He suggested instead: “Co-advisors *must* provide additional supporting information for students with less than 80% grade average.”
- J. McCuaig suggested that changes be made to both the calendar description and the PHD.CSCI Regulation on Admission Requirements: “If the applicant has less than 80% grade average, the co-advisors will provide a detailed program completion research plan for the student.”
- S. Kremer suggested that the Graduate Admissions Committee discuss the issue further.

6. Undergraduate Curriculum Committee – Dave

D. Calvert reported the completion of the removal of the ISHB program and of the proposal for a Summer Academic Semester. He presented the items that the Undergraduate Curriculum Committee agreed to bring to the School and the items the Committee will consider (see slides).

Due to time constraints, the remarks by D. Gillis (Strategic Planning Committee) will be postponed until the next Council Meeting on March 7.

Meeting adjourned at 2:37 p.m.