

**School of Computer Science
Council Meeting Minutes
Tuesday, March 21, 2017
1:00 – 2:30 p.m., MCKN 307**

In Attendance – **Faculty:** David Calvert, David Chiu, Andrew Hamilton-Wright, Stefan Kremer, Xining Li, Pascal Matsakis (Interim Director), Judi McCuaig, Blair Nonnecke, Charlie Obimbo, Joe Sawada, Stacey Scott, Fei Song, Deborah Stacey, Mark Wineberg, Michael Wirth, Yang Xiang; **Staff:** Deb Byart, Monaliza Gill (Recording Secretary), Janice Ilic, Kyle Johnston, Greg Klotz, Dana Rea; **Student Representatives:** Patrick Houlding

Regrets – **Faculty:** Luiza Antonie, Rozita Dara, William Gardner, Dan Gillis, Gary Grewal, Fatima Hussain, Fangju Wang; **Staff:** Phyllis Reynen, Lauren Zweep; **Student Representatives:** Samuel Opawale

1. Approval of Agenda

Motion to approve the agenda moved by D. Calvert, seconded by A. Hamilton-Wright.
All in Favor. **MOTION PASSED.**

2. Approval of Minutes from Feb 21, 2017

Motion to approve the minutes moved by A. Hamilton-Wright, seconded by D. Calvert.
All in Favor. **MOTION PASSED.**

3. Approval of Minutes from Mar 7, 2017

Motion to approve the minutes moved by D. Calvert, seconded by A. Hamilton-Wright.
All in Favor. **MOTION PASSED.**

4. Interim Director's Remarks – Pascal

IQAP

The Senate Committee on Quality Assurance (SCQA) has accepted the follow-up report prepared by the School. The report was submitted to the SCQA on March 6 and reviewed by the SCQA on March 20. Moreover, the SCQA's request to submit a mid-term internal review report in 2018 has been rescinded. Therefore, the next IQAP will be in 2022. P. Matsakis thanked P. Tersigni (Director, Academic Programs and Policy) for her help and all the contributors to the report.

Meeting with the Provost

The meeting lasted 50 minutes.

The first item discussed was the **MSc in cybersecurity**. P. Matsakis reported that the Provost approved the immediate hiring of an associate professor with expertise in cybersecurity (as requested in the proposal); this new faculty member, who will be the MSc program leader, will be hired as a bridge to retirement for Dr. X. Li (bridging costs to be covered by the Provost's Office). The Provost mentioned that adding to the total faculty complement can be discussed when the new program is approved. She also approved the hiring of a two-year CL faculty (instead of two tenure-track faculty as requested in the proposal); the search will start as soon as the program leader has joined the School. The CL position will disappear if the program is not launched, but will be replaced by a tenure-track position if the program is approved. No commitment was made for a third faculty position. Finally, the Provost approved a one-course teaching buyout (instead of a two-course teaching buyout as requested in the proposal). The buyout will allow Dr. C. Obimbo to develop the two co-listed core courses.

The second item discussed in the meeting was the **Enrolment and Tenure-Track Positions**. The target enrolment for F17 will be decreased to 200, and the tenure-track faculty position that was allocated to the School as part of the incremental funding process and put on hold a few weeks ago will be unfrozen.

The last item discussed was the **Provost's concerns about SoCS**. P. Matsakis only mentioned that the concerns involved past issues in the School.

P. Matsakis indicated that he first thought the program leader position for the new Masters and the bridge position were two different positions. He also thought a third regular faculty would be hired for the new Masters. The misunderstanding was cleared up the day after the meeting, with an email from the Provost. He also commented that there are lots of uncertainties with the current negotiations for the second round of Strategic Mandate Agreements, hence the cautiousness of the Provost. In the end, the situation next year will be about the same as the situation this year.

A discussion followed:

- S. Kremer was concerned about the outcome of the meeting. He felt that it's a little optimistic to say that it's not going to be worse. P. Matsakis mentioned that with an enrolment capped at 200, the total number of undergraduate students will increase a bit. However, the situation will be about the same overall as there will be 3 faculty (recently hired faculty) who will teach 2 courses instead of 1; X. Li will still teach 2 courses; we will have 2 teaching-focused faculty instead of only 1 this year; we also have budget for sessionals if needed because we did not fill the new assistant professor position this year.

- D. Chiu inquired about the 1-course teaching buyout. P. Matsakis explained that there is currently a cybersecurity course (CIS*4110) covering both computer security foundations and cryptography. The buyout will be used to split the course into two. The two courses will later be co-listed and the graduate versions will be core courses for the new Masters.
- D. Stacey was concerned about the timing, as we don't have enough faculty to run the undergrad program. She asked if we could delay the new Masters and get an assistant professor for our undergrad program instead of an associate professor for the new Masters. P. Matsakis argued that we now have the opportunity to develop the new Masters and it's dangerous to delay as we may lose our strategic partners.
- D. Stacey said that capping the enrolment at 200 was not enough; with only one new tenure-track assistant professor position, enrolment should be down to at least 150. P. Matsakis mentioned that 120 would be ideal as discussed in a previous meeting, but communication is complicated and getting what we want is a continuous fight.
- D. Stacey stated that we don't have enough faculty to maintain the enrolment at 200. We may have enough if we have 30% or 40% attrition rate, but not if we have 5% or 10% attrition rate.
- S. Scott mentioned that it happened 10 years ago at Engineering in Waterloo. They were talking about the university getting in big trouble because of a high attrition rate so they completely changed their undergrad program.
- M. Wirth felt that there's no problem at this time since nothing indicates we will have to maintain the enrolment at 200.
- D. Calvert commented that if the Dean has an opinion on this, he should tell us in writing how many students he would like us to pass. He also commented that students don't necessarily have to graduate in Computer Science. If computing is not right for them, G. Klotz can steer them into something that's better for them, as we have an entire university of possibilities.
- P. Matsakis said that we will have to discuss these issues (attrition rates, large class sizes, etc.) in subsequent meetings. We should also discuss them with the Dean and the Provost, after the negotiations for the SMA.

F17 Enrolment - P. Matsakis briefly reviewed the number of applications in 2016 for our 5 undergraduate programs: General (21), Computer Science (153), Computer Science Co-op (760), Software Engineering (44), and Software Engineering Co-op (406). He also reviewed the numbers in 2017 and presented the target enrolment numbers for these programs in 2016, and in 2017 before and after the decision to cap the total enrolment at 200. The 2017 target enrolment numbers for the different programs have been discussed and agreed upon with Karen Gordon (Associate Dean, Academic), M. Wirth and D. Calvert.

Next, P. Matsakis mentioned that we currently have two courses with multiple sections (CIS*1500 and CIS*2500), but that two other courses will be split into multiple sections starting next year: CIS*1910 and CIS*2750.

A discussion followed:

- S. Kremer commented that we need good instructors for all these course sections because otherwise we will get weak students in 2750 and this is going to be a huge disaster with attrition rates that will raise the eyebrows of the university.
- A suggestion was to get rid of the regular Software Engineering program, given the relatively low number of applications to that program. Another suggestion was to go Co-op only, as this would simplify scheduling.
- P. Matsakis felt these suggestions were worth considering but needed more thought. He also indicated that the proposal for a summer academic semester, which would solve many of the current co-op issues, was not discussed at all during the meeting with the Provost and is obviously off the table for the moment.

MSc in Cybersecurity – Everything is already set in motion: the Search Committee for the program leader is being formed and the posting is in preparation; the two new security undergraduate courses are in development; P. Matsakis had a first meeting with J. Sawada and Ben Bradshaw (Assistant Vice-President, Graduate Studies) to discuss the first steps for new graduate program approval.

5. Assistant Director's Remarks – Michael

Renovation Update – M. Wirth reported that renovation has started and is anticipated to finish this time next year.

Scheduling – M. Wirth presented the breakdown of teaching tasks for next year. There are approximately 60 classes to teach, including DE and graduate courses. Regular faculty have been assigned about 30 undergraduate and 10 graduate courses. The other courses have been assigned to the CL faculty (10) and sessionals (10). The number of regular teaching tasks has been reduced because some regular faculty are retiring (phased retirement). Most multisection courses will be taught by CL faculty.

Due to time constraints, Graduate Curriculum Committee matters (Agenda Item #6) will be addressed at the next Council meeting.

Meeting adjourned at 2:04 p.m.