School of Computer Science
Council Meeting Minutes
Tuesday, April 18, 2017
1:00 – 2:30 p.m., MCKN 307

In attendance – *Faculty:* Luiza Antonie, David Chiu, William Gardner**,** Dan Gillis, Andrew Hamilton-Wright, Stefan Kremer, Pascal Matsakis (Interim Director), Judi McCuaig, Blair Nonnecke, Fei Song, Deborah Stacey, Fangju Wang, Yang Xiang**;** *Staff:* Monaliza Gill (Recording Secretary), Janice Ilic, Kyle Johnston, Greg Klotz, Dana Rea, Lauren Zweep

Regrets – *Faculty:* David Calvert, Rozita Dara, Gary Grewal, Fatima Hussain, Xining Li, Charlie Obimbo (on sabbatical), Joe Sawada, Stacey Scott, Mark Wineberg, Michael Wirth; *Staff:* Deb Byart, Phyllis Reynen; *Student Representatives*: Patrick Houlding, Samuel Opawale

1. Approval of Agenda

Motion to approve the agenda moved by J. McCuaig and seconded by A. Hamilton-Wright.

All in Favour. **MOTION PASSED.**

2. Approval of Minutes from March 21, 2017

Motion to approve the minutes moved by A. Hamilton-Wright and seconded by S. Kremer.

All in Favour. **MOTION PASSED.**

3. Approval of Minutes from March 28, 2017

Motion to approve the minutes moved by S. Kremer and seconded by A. Hamilton-Wright.

All in Favour. **MOTION PASSED.**

4. Approval of Minutes from April 4, 2017

Motion to approve the minutes moved by A. Hamilton-Wright and seconded by S. Kremer.

All in Favour. **MOTION PASSED.**

5. Interim Director's Remarks – Pascal

Staff

Office Clerk – M. Gill was working for both SoCS and Chemistry. She will be working full-time for Chemistry starting May 1.

Faculty

Two 2-year CL teaching focused positions – Five shortlisted candidates have been interviewed. P. Matsakis thanked the faculty, staff and students who attended the lectures of these candidates. Comments should be submitted by Wednesday noon prior to the meeting of the Search Committee on Thursday morning. It is anticipated that 2 candidates will be selected for the positions.

Third CL position – P. Matsakis reported that the administrative leave of D. Stacey starting F17 until S18 has been approved. The candidate that will be ranked third in the existing selection process will be offered a 1-year CL faculty position.

Assistant Professor position – The posting for this position has been up since March 23rd and will close on April 23rd. The applications will be reviewed starting April 24th. It is anticipated that interviews will be conducted in June or July. To date, about 50 applications have been received.

Second Assistant Professor position – B. Nonnecke will commence his phased retirement in F17. As a result, a second tenure track position (bridge position) has been approved. The position will be filled by R. Dara: congratulatory announcement followed regarding R. Dara's CL appointment converted to tenure track effective May 1st.

Associate Professor position (Cybersecurity) – The ad for this position was posted yesterday and the posting will be up until May 14th. The applications will be reviewed starting May 15th. It is anticipated that interviews will be conducted in June of July. To date, 2 applications have been received.

Enrolment

F17 target enrolment has been capped at 200. With attrition, the actual enrolment should be around 185.

Director

P. Matsakis mentioned that his Interim Director appointment ends on April 30th. He officially announced the extension of his appointment for another year starting May 1, 2017 to April 30, 2018.

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

J. McCuaig briefly discussed the growth getting in the way and providing opportunities at the same time. She mentioned that with growth, we have increased class sizes, more multi-section courses, more instructors and TAs for each course. She brought up a major concern regarding teaching consistency from semester to semester.

She mentioned that way back in Feb 14, 2012, the School Council passed the following motion.

> **MOTION: That for every 1st and 2nd year CIS course required in the BComp CS or BComp SENG a course syllabus be made available to all SoCS instructors.**

Many course syllabi / instructor guidelines were prepared and approved at the time. The idea was to provide every instructor with the exact list of topics to be taught, and the list of topics taught in prerequisite courses. However, the work was not completed and the motion has never been implemented.

The plan for this summer is to complete the work, expand it to 3rd year core courses, and develop learning outcomes for each of these 1st, 2nd and 3rd year courses. We currently have learning outcomes for the B.Comp majors, the MSc and the PhD, but we do not have learning outcomes for each course.

Judi will therefore be requesting all corresponding instructors to review the existing guidelines and to provide learning outcomes. All documents will be posted on the SoCS Wiki by the end of the summer so everybody can see them and use them.

7. Computing Infrastructure Committee - Kyle

Server Infrastructure Renewal

We are still in discussions with CCS to migrate all our servers onto a new virtual environment using VMware. The infrastructure we are currently using should be the same when we do the switchover in the fall. Moreover, a rack of server will be moved from Engineering to the CCS Data Centre on April 28th. The server will be unavailable in the morning. Emails will be sent for further notification.

Faculty Userdir Websites

University will be eradicating the userdir websites uoguelph.ca/~ in July. However, faculty can still use skeeter.socs.uoguelph.ca/~, as CCS is more worried about

top-level websites at this time. Please email K. Johnston if you would like to move your website to Skeeter. K. Johnston and D. Rea will be helping in providing an AODA compliant template.

3401 Lab Refresh

Recommendation will be made to purchase 28 PCs this summer for THRN 3401. These PCs will be used in F17 for CIS*2030 and CIS*3090.

8. Closing Remarks - Pascal

P. Matsakis briefly reviewed what happened during his first year's appointment as Interim Director of SoCS.

Admin and Staff

In April 2016, C. Yates had been the Provost for less than a year, A. Vanelli was the Dean, S. Kremer was completing his five-year term as Director of SoCS, S. Cantlon was the Administrative Secretary — also acting as the Graduate Program Assistant — and SoCS did not have an Office Clerk or a second Systems Analyst. Since then, R. Zytner has succeeded A. Vanelli, P. Matsakis has succeeded S. Kremer, P. Reynen has been replacing S. Cantlon — who is on secondment —, J. Hughes is the new Graduate Program Assistant — but currently on maternity leave and replaced for one year by J. Ilic —, M. Gill is the new part-time Office Clerk — but she will work for the Department of Chemistry starting May 1 and will have to be replaced —, and we now have two Systems Analysts, K. Johnston and D. Rea.

Faculty

In April 2016, we were in the process of hiring 2 tenure-track faculty, R. Dara was completing her CL appointment, and we were expecting that many courses in 2016-17 would have to be taught by sessionals. In the end, however, a 3rd tenure-track position would be approved (welcome Andrew, Luiza and Stacey), R. Dara's CL would be extended and then converted into a tenure-track position (welcome Rozita), and a one-year CL faculty would be hired to decrease the need for sessionals in 2016-17 (welcome Fatima).

Hiring

There has been lots of hiring since April 2016, and it is not over: now or soon hiring 1 office clerk, 1 administrative assistant, 2 two-year CL faculty, 1 one-year CL faculty, 1 assistant professor and 1 associate professor.

Writing

There has been lots of document writing as well, in particular: IQAP follow-up report, case for the hiring of more faculty and staff, case for a summer academic semester, and case for a new course-based MSc in cybersecurity.

Thanks

Lastly, P. Matsakis thanked all students, staff and faculty; special thanks to chairs, assistant and associate directors.

9. Any other business

N/A

Meeting adjourned at 1:47 p.m.