

**School of Computer Science  
Council Meeting Minutes  
Tuesday, May 16, 2017  
1:00 – 2:30 p.m., MCLN 101**

**Present – Faculty:** D. Calvert, R. Dara, D. Gillis, G. Grewal, F. Hussain, P. Matsakis (Interim Director), J. McCuaig, C. Obimbo, J. Sawada, D. Stacey, F. Wang, M. Wirth; **Staff:** D. Byart, J. Ilic, K. Johnston, G. Klotz, D. Rea, P. Reynen (Recording Secretary)

**Regrets – Faculty:** L. Antonie, D. Chiu, W. Gardner, A. Hamilton-Wright, S. Kremer, X. Li, B. Nonnecke, S. Scott, F. Song, M. Wineberg, Y. Xiang; **Staff:** L. Zweep; **Student Representatives:** P. Houlding, S. Opawale

**1. Approval of Agenda**

D. Gillis requested an amendment to the agenda, that he be given time to report on the Strategic Planning Committee. This will be added to item #6 (Any other business).

Motion: That the agenda be approved. (C. Obimbo/J. McCuaig)

In favour: All. **MOTION PASSED**

**2. Approval of Minutes from April 18, 2017**

Motion: That the minutes of April 18, 2017 be approved. (M. Wirth/D. Gillis)

In favour: All but 2. Abstentions: 2. **MOTION PASSED**

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

**Away**

P. Matsakis reported that Phyllis Reynen will be away on medical leave for 1.5 – 2 weeks beginning May 29<sup>th</sup>. Also, the Interim Director will be away on vacation May 29 – June 12 and in his absence J. Sawada will be Deputy Interim Director.

There is a Council meeting scheduled for Tuesday, June 13<sup>th</sup> and J. Sawada will report closer to the date whether the meeting will take place. An email will be sent with details.

**Staff**

As previously noted, with the **Office Clerk position** currently unstaffed, Phyllis has taken over the SoCS Clerk email account. There may be a delay in response time due to workload.

The Office Clerk position will remain at half time and a 1 year contract. The posting expires on Friday and we hope to have the position filled by mid-June or for the 1<sup>st</sup> of July. The committee consists of M. Wirth, M. Wineberg and P. Reynen.

The **Administrative Assistant position** became available 1 year ago when S. Cantlon took a 1-year secondment with the Chief Librarian's office. P. Reynen is now coming up to the completion of her contract and we can assume that she will return to English & Theatre. Moreover, we have been notified that S. Cantlon will not be returning to SoCS; she will remain in the Library.

The posting for the soon unstaffed Administrative position has been sent to Human Resources for approval. The position has been changed to reflect staff supervision and has also moved to Professional Managerial staff. There is no change with respect to reporting, i.e., the position will be co-supervised by the Director of SoCS and M. Torcoletti, Manager, Finance and Administration of the College.

The search committee will include the Interim Director, M. Torcoletti, and another Administrative Officer in the College.

### Faculty

The two **2-year CL positions** have been offered. Denis Nikitenko has signed the offer letter and will join the School on July 1<sup>st</sup>. Ritu Chaturvedi has verbally accepted the position and we are waiting for her signed acceptance; she should join the School on August 1<sup>st</sup>.

The additional **1-year CL position** that was supposed to be offered to the 3<sup>rd</sup> ranked applicant has been canceled, as the search committee found this candidate too weak to be offered the position. Besides, since R. Dara's CL position has been converted into a tenure-track position, she will teach 3 courses next year; therefore, the need for a 1-year CL position has decreased. In the end, we will continue with sessional instructors for coverage of the other courses.

The **Assistant Professor** position was posted March 23 – April 23. We received 83 complete applications by the deadline. The search committee has narrowed the applications to 18 and is currently working on narrowing the pool to 3 or 4. This will be done by next week. We will then schedule interviews.

The **Associate Professor position in cybersecurity** was posted April 17 – May 14. We received 32 applications by the deadline. The search committee is working on ranking the top 3 – 4 by next week. We will then schedule interviews.

## **NSERC**

P. Matsakis presented statistics relating to the College NSERC last competition results. The School results are low; going forward, the application process will have a second reader assigned to each application to allow for feedback. There is an upcoming workshop organized by the College being held on June 5 and faculty are encouraged to attend. The School's internal deadline has changed this year and is August 31 to allow for the changes in the process. We are unaware of the College and Office of Research deadlines.

The Interim Director will ask colleagues who have had successful applications share their document. Congratulations to Y. Xiang and S. Scott for their applications being successful this round.

The College is hiring a Manager, Research and Graduate Studies and this person also will review applications to ensure they are complete and competitive.

## **4. Assistant Director's Remarks – M. Wirth**

*Prior to M. Wirth giving a report, P. Matsakis showed photographic slides of the beginning of the renovations in Reynolds. Various photos showed the window repair and rooms within the building. The contractors are currently working on the asbestos abatement on the 3<sup>rd</sup> floor — a process which takes approximately 1 month per floor. They will then move to the 2<sup>nd</sup> floor at which time continued construction can be done on the 3<sup>rd</sup> floor. They are still optimistic for an April 2018 completion.*

### **Renovations Update**

M. Wirth reported that he had hoped to have a photo of the carpet and other items to show, but Physical Resources wouldn't allow this. The colour is predominately grey.

New furniture is in plan for all offices; standing desks will be purchased. There is also discussion that student spaces have high stationary desks with stools that allow sitting or standing.

It doesn't seem as though the renovations in THRN 2418 will go ahead, but we probably will have enough lab space elsewhere.

Office assignments can now be made. There are 27 offices on the 2<sup>nd</sup> and 3<sup>rd</sup> floors, plus 2 double offices (shared). M. Wirth will send a list and people can choose top 2 or 3 selections. All offices are roughly the same size and floor plans on both floors are similar.

### **Scheduling**

Scheduling for 2018/19 has begun. M. Wirth indicated that he is trying to keep everyone on track with their current courses. Next year may have more people than tasks – could be a windfall year. If you are planning a sabbatical in 18/19, please let M. Wirth know.

Scheduling for 2017/18 is completed with the addition of the CL positions.

## **5. Associate Director's Remarks (Graduate Studies) – J. Sawada**

### **Grad numbers trends**

J. Sawada reported on graduate student numbers, including new incoming student numbers and upcoming defenses.

### **Grad curriculum update**

The curriculum committee submitted changes to the graduate calendar based on our regulations, and graduate studies came back to the committee asking for simplification in our graduate calendar description.

The first learning modules for Python are being finalized.

Paperwork related to the launch of the MSc in Cybersecurity is being looked at.

### **Grad scholarships**

J. Sawada gave an overview of the eligibility criteria for GEES (Graduate Excellence Entrance Scholarship) and GTS (Graduate Tuition Scholarship). There are 3 available GEES that haven't yet been awarded as there are no current students eligible. We have until W18 to award them.

### **Competitive Matching Funds**

Contact J. Sawada with details if you have a student in mind for this and he will follow through with the paperwork.

### **Other items**

Growth funds are guaranteed through to F17; the new student orientation was successful; there are 2 new forms available from the wiki (a new Seminar Request form and an updated QE Request form).

*The Interim Director provided an update on the posting of the Administrative Assistant position: the posting has been approved by Human Resources and should be posted in the next few days.*

## **6. Strategic Planning Committee – D. Gillis**

D. Gillis provided an overview of the results of the recent survey regarding strategic planning. (See slides.)

In particular, he noted that there is interest from colleagues in collaborating with government agencies, community, and businesses. He is working with Alumni Affairs to reach out and will invite faculty.

He also noted that there is interest in presenting as part of a SoCS seminar series. He will begin the process in setting up a monthly seminar to share research among colleagues.

The Strategic Planning Committee will be meeting next week to review the data and come up with suggested hiring possibilities/areas.

**No other business**  
**Meeting adjourned at 2pm**