

**School of Computer Science  
Council Meeting Minutes  
Tuesday, September 5th, 2017  
2:00 – 3:30PM, MCKN 304**

**Present – Faculty:** L. Antonie, D. Calvert, R. Chaturvedi, D. Chiu, R. Dara, D. Gillis, G. Grewal, A. Hamilton-Wright, P. Matsakis (Interim Director), D. Nikitenko, B. Nonnecke, C. Obimbo, J. Sawada, S. Scott, F. Song; **Staff:** D. Byart, C. Hosker, J. Ilic, K. Johnston, G. Klotz, S. Mousseau (Recording Secretary), D. Rea, L. Zweep; **Student Representatives:** J. Teitelbaum;

**Regrets – Faculty:** S. Kremer, X. Li, J. McCuaig, D. Stacey, F. Wang, M. Wineberg, M. Wirth, Y. Xiang;

**1. Approval of Agenda**

Motion: That the agenda be approved  
**MOTION PASSED**

**2. Approval of Minutes from June 27, 2017**

Motion: That the minutes from June 27 be approved (L. Antonie/J. Sawada)  
In favour: All. Abstentions: one. **MOTION PASSED**

**3. Interim Director's Remarks – Pascal**

**Council Meetings**

This is the first Council meeting of the academic year. It's also the first meeting without B. Gardner who has retired and whom we will miss greatly. We are also missing F. Hussain whose appointment ended on August 31<sup>st</sup>.

This is our first Council meeting with C. Hosker, our new **Administrative Officer** whom most people have now met. This is also the first Council meeting with D. Nikitenko and R. Chaturvedi who are both two-year **CL Assistant Professors** and whom we hope will become tenure-track faculty.

J. McCuaig is now on study/research leave, and this is our first Council meeting with G. Grewal as **Associate Director, Undergraduate Studies**.

This is S. Mousseau's second Council meeting as both **Office Clerk** and **Recording Secretary**.

This is P. Matsakis' 25<sup>th</sup> Council meeting as **Interim Director** with 15 more to go as his appointment ends on April 30<sup>th</sup>. Some individuals have contacted the Dean in interest of the **SoCS Director position**. P. Matsakis is not sure if there will be an external search, but if there is to be one, it will need to happen very soon as he does not wish to act as Interim Director next summer.

### Faculty Candidates

The **Assistant Professor** and **Associate Professor (Cyber Security)** positions have not yet been filled. Interviews were conducted in June and the Search Committee had ranked all interviewed candidates by the end of June.

Negotiations started with the second ranked candidate for the Assistant Professor position and the first ranked candidate for the Associate Professor position. The first ranked candidate for the Assistant Professor position was ignored because the candidate is actually at the Associate Professor level and the Provost would not allow both hires to be at that level. However, the offers made to the two selected candidates were rejected at the end of July.

Negotiations then started with the first ranked candidate for the Assistant Professor position (candidate to be hired at the junior Associate Professor level) and the second ranked candidate for the Associate Professor position (candidate to be hired at the senior Assistant Professor level). Both offer letters should be drafted by the end of next week. While there is no impact on the start date of Jan 2018 for the Assistant Professor position, the Associate Professor position will likely start in Mar 2018 instead of Sep 2017.

### Reynolds

Demolition is now completed on all floors and drywall installation has started on the second and third floors. The third floor has the most progress (see slides for photos). We appear to be on schedule for completion by the end of Apr 2018.

### Death

**Ian Pavlinic** passed away about one to two weeks ago. He was a SoCS student who graduated in Jun 2017. Many of the faculty knew him and had him in their classes. P. Matsakis shared that he remembers Ian from his 2520 course. Please keep an antenna up for any students who have been affected by his passing. There are support and counselling services available on campus to anyone who may need to talk (see slides for list of services).

#### 4. Associate Director's Remarks, Graduate Studies — Joe

##### Graduate Coordinators Meeting

J. Sawada provided an update from the **Graduate Coordinators Meeting** last week. The University is trending well on graduate applications so the focus is now on finding really good candidates. P. Matsakis asked if the same trend applied to PhD students. J. Sawada confirmed that he understood the recruitment targets were being met for MSc students but he was not sure about PhD students.

There is a policy for advisors on reporting any **conflict of interest** to the Director. The policy link in the slide presentation includes information on how advisors should advise students during conflict of interest.

Statistics show that there is value in earning a **PhD**. 51% of PhD's are finding work in the academy since 2009 and 30% have tenure-track positions.

**Progress reports** should be completed by the advisor with a discussion with the student. If needed, J. Ilic or J. Sawada can step in to speak with the student. The progress reports should be first signed by the advisory committee, then the student, then submitted to the GPA. In addition, it should be known that students may submit confidential comments that are not sent back to the advisory committee.

J. Sawada shared that **GTA positions** should first be applied to graduate students in their job security period over a student's academic merit.

The **SoCS graduate number trends for F17** show a total of five new masters students and one new PhD student. We currently have 39 masters students and 13 PhD students, which gives us a total of 51 students (one has potentially dropped from the program). This includes 21 international students. See slides for additional statistics.

##### International Graduate Student Funding

Most **international graduate students** receive **funding** from sources outside their advisors, but if there is a financial issue, the advisor will be asked to step in and provide aid if they can. The School cannot be relied upon to provide aid and should be a last resort.

P. Matsakis remarked that international students should not be hired without proper funding and that there were two cases last year where the students needed additional funding.

G. Grewal put that we do not have a legal responsibility to a student to provide anything beyond what is contractually agreed. It should not be on the advisor if the student asks for additional funding. However, he did agree that there is a moral responsibility.

P. Matsakis responded that if the student cannot afford to eat, clothe themselves, or housing, this is a problem; we should plan for the worst when hiring international students as it is in nobody's interest that a student be without proper funding.

S. Scott suggested that awards be provided to offset the cost of tuition. J. Sawada responded with the news that there are discussions about increasing the minimum required funding for a PhD student to \$21,000.

### [Graduate Curriculum Update](#)

Thank you to Y. Xiang who has chaired the **Graduate Curriculum Committee** for the last two years and is now on study/research leave. S. Kremer is taking over for him.

Graduate Studies have made significant simplifications to the SoCS PhD section in the **graduate calendar**. It went live September 5, 2017. (Please see slide for link.) However, J. Sawada added that if the internal regulations have been taken out of the calendar, we may need to add them back into the site.

The **Learning Module template** and **Python Learning Module** approved at the last SoCS Council Meeting on June 27, 2017 are both now on the Wiki. Thank you to J. Ilic who has also added useful forms to the Wiki including the new internal **PhD Program Form**. J. Sawada asks that PhD advisors fill it out for recently recruited students and, moving forward, for any new students so that we have consistency.

The **Chair Report Template** is also provided online in order to standardize the defense process rather than revisiting it every time. The correct order for proceedings should be to take questions, then break, then ask the questions.

### [Graduate Scholarships](#)

The PhD **Graduate Excellence Entrance Scholarship** is available for transfer students with over 80% average. Two master's scholarships are also available, however there are currently no students that meet the current criteria. The due date is September 30, 2017. If the scholarships are not awarded by the due date they are returned to the College. If anyone knows of a student that qualifies, please let J. Sawada and R. Dara know — R. Dara is now the chair of the Awards and Scholarships Committee. J. Teitelbaum asked if there was a form or if a name will suffice. J. Sawada confirmed that advisors should submit names of eligible students as currently there is no formal application process.

### Other Items

**Orientation** for new graduate students is taking place on September 6, 2017 with J. Sawada and J. Ilic.

The new chair template forms for MSc/PhD defences and QE are now available on the Wiki.

**CEPS Fall Graduate Programs Open House** is happening on September 30, 2017 and the **Graduate Studies Preview Day** is occurring on October 22, 2017.

### 5. Learning Outcomes — Judi

*J. McCuaig is unable to attend this Council meeting. The item is therefore postponed until the next meeting on September 19, 2017.*

### 6. Any Other Business

M. Wirth sent an email to G. Grewal requesting that **final course outlines** be submitted as soon as possible so that he can upload them to the Wiki by week's end.

G. Grewal added that if anyone needs the **Academy Integrity Officer**, Dhiren Audich, to come to their class and give a talk, they should send a request right away. Please follow the instructions provided in the email previously sent.

P. Matsakis confirmed that M. Wirth, although on study/research leave, is still the **Assistant Director**; J. McCuaig has been replaced by G. Grewal as **Associate Director, Undergraduate Studies**; J. Sawada remains the **Associate Director, Graduate Studies**; Y. Xiang is on study/research leave as well and has been replaced by S. Kremer as the chair of the **Graduate Curriculum Committee**.

**Meeting adjourned at 2:50PM**