

**School of Computer Science
Council Meeting Minutes
Tuesday, September 19th, 2017
1:00 – 2:30 p.m., MCKN 318**

In Attendance - Faculty: L. Antonie, D. Chiu, R. Dara, D. Gillis, G. Grewal, A. Hamilton-Wright, S. Kremer, P. Matsakis (Interim Director), D. Nikitenko, B. Nonnecke, J. Sawada, S. Scott, F. Song, M. Wineberg; **Staff:** D. Byart, C. Hosker, J. Ilic, K. Johnston, G. Klotz, S. Mousseau (Recording Secretary), D. Rea, L. Zweep;

Regrets - Faculty: D. Calvert, R. Chaturvedi, X. Li, J. McCuaig, C. Obimbo, D. Stacey, F. Wang, M. Wirth, Y. Xiang;

1. Approval of Agenda

Motion: To approve agenda (A. Hamilton-Wright / D. Chiu)
In favour: All. **MOTION PASSED**

2. Approval of Minutes from Sep 5, 2017

Motion: To approve the minutes (A. Hamilton-Wright / J. Sawada.)
In favour: All but 1. Abstentions: 1. **MOTION PASSED**

3. Interim Director's Remarks – P. Matsakis

CPES vs. CEPS vs. ceps

P. Matsakis announced that at the latest Dean's Council meeting, it was requested that we replace all "CPES" (College of Physical and Engineering Sciences) from the website, email, and anything else that may carry the acronym and replace it with "**CEPS**" (**College of Engineering and Physical Sciences**). The pronunciation of the acronym remains "cee-press" regardless of the change in letters.

Logos

There are also new logos based on the University's new branding. Please make sure that all use of logos fall in line with the online branding guidelines especially for external communications. All of the updated branding information can be found on the University website.

L. Zweep shared that the company Click Signs, located in the University Centre, has the latest business card template and it takes about a week to turn around the order. C. Hosker requested that anyone wishing to update their business cards

with the latest branding wait until we have moved back into Reynolds so that the office location information is correct.

Faculty Positions

As the email from P. Matsakis stated last week, the **Associate Professor position (cybersecurity)** has been filled by our new Assistant Professor, Ali Dehghantanha. He will start on Mar 1, 2018. P. Matsakis also noted that of the 30 candidates who applied, only two were suitable for the job.

P. Matsakis shared the news that we have now also filled the **Assistant Professor position**. Welcome to David Flatla who will be starting as Associate Professor on Jan 1, 2018.

The Faculty Search Committee is now being formed for the hiring of a new **two-year contractually-limited Assistant Professor position (cybersecurity)**. So far we have three faculty members interested in being on the new search committee: C. Obimbo, R. Dara, and D. Stacey. As soon as we have approval for the posting, it will go up online.

Two SoCS faculty members have expressed interest in the position of **SoCS Director**. No word yet on whether the search will be made external or not. If it is made external, the search will need to begin ASAP.

Thornbrough

The Dean has reservations about SoCS signs in Thornbrough. They may be too aggressive and could be a bit friendlier. Please keep this in mind if you're posting any notices or signs.

Reynolds

Two weeks ago, we last saw the progress on the renovations at Reynolds on the three floors. This week, P. Matsakis shared the latest photos of the framework installation. He also noted that the ceilings are much higher than they were originally which improves the look greatly.

4. School T&P Guidelines – P. Matsakis

Revision Process

P. Matsakis updated the Council on the progress of the T&P Guidelines revisions. The guidelines are being revised based on a motion passed a year ago. The second draft of the section **Biennial Performance Review** was emailed out last week; it is based on the faculty feedback provided on the first draft.

The first drafts for the sections on **Tenure and Promotion** have been sent out to faculty for feedback. All feedback is due Thu, Sep 21. The SoCS T&P Committee will then go into second draft based on the feedback provided.

All other sections that need to be reviewed are currently in first draft. They include a section on **Annual Performance Review** and a **Grandfather Clause**. There will be a first draft ready for feedback in one week.

Once all sections have been reviewed and revised, the School will need to vote on the Guidelines. This should happen before the end of October. Then the CEPS T&P Committee and the Provost will review the Guidelines for approval.

Biennial Performance Review

P. Matsakis reported that generally the feedback on the first draft was positive.

All faculty comments were reviewed by the SoCS T&P Committee. Some comments did not lead to any revisions; some led to minor changes to wording; some of the most important changes are cosmetic; the *Course Evaluations*, *Research on Education* and *Internal Committee Service* sections were also revised significantly (especially the footnotes). See slides for details and examples.

5. Learning Outcomes – P. Matsakis for J. McCuaig

Comments

Prior to the vote, P. Matsakis opened the floor to comments. He mentioned that the learning outcomes for three courses have been revised since July, and the latest draft will all proposed learning outcomes was sent out Fri, Sep 15.

- J. Sawada asked where the learning outcomes will live; P. Matsakis responded that they must be on the course outlines and the wiki, they must be easily accessible, on AODA compliant websites.
- D. Gillis asked if there would be a specific page or site for the learning outcomes and asked about tilde websites; P. Matsakis responded that tilde websites were meant to be shut down.
- S. Scott asked if they would be on CourseLink; P. Matsakis responded that faculty will likely want to add them there.
- F. Song expressed concern that the notes section specifies that there should be 4-7 learning outcomes per course, but that CIS*2430 has 8; P. Matsakis explained that 4-7 is a general guideline, and 8 is okay.

Approval of Learning Outcomes

Motion: That the draft Learning Outcomes for CIS*1250, CIS*1500, CIS*1910, CIS*2030, CIS*2430, CIS*2500, CIS*2520, CIS*2750 and CIS*2910 be adopted as official learning outcomes for these courses. (D. Gillis/G. Grewal)

In favour: All. **MOTION PASSED**

6. SoCS Teaching Award – R. Dara

Background on the Survey System

R. Dara, the new chair of the Awards and Scholarships Committee, expressed that she is still learning how the collection of information works from D. Gillis and M. Wineberg.

M. Wineberg, the previous chair, stepped in to provide some background information. The survey was originally done in a way that was modeled after the University Teaching Award. It was essay-based. The first year had a good response, but the second year yielded no results. On advice of J. McCuaig, they changed the system from essay-based to a simple survey using Moodle. With D. Gillis's social media assistance on Twitter and Facebook, they had a good response but only about 5 or 6 valid submissions in total. After looking at the Moodle system, they decided to go with the professional survey software, Qualtrix. D. Gillis provided support, the site was found to be accessible, and the committee received positive feedback from students.

2016-2017 Results

We received 70 valid responses. The majority of those came from second year students. Based on the selection criteria for 2016-2017, in the future we can improve the survey by including information for class sizes and variety of courses offered by one instructor as well as other factors. **The winner of the 2016-2017 Teaching Award is G. Grewal.** Congratulations, Gary!

S. Kremer expressed concern that the original essay-based format was chosen so that it was easily bumped up and integrated into the University level teaching award. M. Wineberg responded that there is still a comments section and that a package can be created from those comments and submitted. D. Gillis and M. Wineberg have done this already and it was successful.

7. Any Other Business

N/A

Meeting adjourned at 1:44 p.m.