

**School of Computer Science  
Council Meeting Minutes  
Tuesday, October 17, 2017  
2:00 – 3:30PM, MCKN 318**

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

**Regrets – Faculty:** R. Chaturvedi, R. Dara, X. Li, J. McCuaig, B. Nonnecke, S. Scott, D. Stacey, F. Wang, M. Wirth, Y. Xiang;

**1. Approval of Agenda**

Motion: That the agenda for Oct 17 be approved (A. Hamilton-Wright/M. Wineberg)  
In favour: All. Abstentions: None. **MOTION PASSED**

**2. Approval of Minutes from Sep 19, 2017**

Motion: That the minutes from Sept 19 be approved (A. Hamilton-Wright/G. Grewal)  
In favour: All. Abstentions: Three. **MOTION PASSED**

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

**Student Representatives**

Welcome to Patrick Houlding and James Fraser, our student representatives!

**UGFA Strike Vote**

P. Matsakis reminded faculty that the UGFA strike vote is currently underway. The Collective Agreement expired on June 30<sup>th</sup> and there have been UGFA general meetings on Oct 3, 12 and 16 to provide an update on the state of negotiations with Management for a new Collective Agreement, answer any questions and respond to any concerns Members may have.

**Director's Position**

There are currently three people who have expressed interest in the SoCS Director position internally. We are still unsure whether an external search will be conducted.

The new Dean, Mary Wells, has suggested that an external search would be beneficial. P. Matsakis asked the faculty in attendance what the general preference is for the search. He confirmed that if a search was made external, the internal candidates would still be considered. No one in attendance expressed an opinion about the matter one way or the other.

### [CL Position in Cybersecurity](#)

The Faculty Search Committee has been formed and consists of P. Matsakis (chair), D. Stacey, C. Obimbo and R. Dara (elected), D. Whittle (Associate Director, IT Operations & Infrastructure; appointed), and J. Phillips (PhD student; appointed). Leonid Brown (Associate Dean, Research and Grad Studies; ex officio, non-voting member) will be invited to attend the most important meetings. The request to recruit and advertise was approved and the job announcement was posted to computeroxy.com last week. The position should also be posted to the University of Guelph's Faculty Recruitment site shortly. The deadline for all applications is Nov 12 with a start date for the new hire on May 1, 2018.

### [Multisection Courses](#)

We currently have four courses that have been split: CIS\*1500, CIS\*2500, CIS\*1910, and CIS\*2750. Also, CIS\*3750 will be offered twice a year (fall and winter semesters) starting in F18. Due to high enrolment numbers, P. Matsakis announced that there will be three more courses that will be split starting F18: CIS\*2030, CIS\*2430 and CIS\*2520. CIS\*2030 has increased from 200 students F16 to 230 students this fall. CIS\*2430 has reached 320 students this fall, an increase from 270 in F16. CIS\*2520 had 230 students in F16 and now has 300 students enrolled.

Due to these class splits, we expect there will be 6 to 8 TBA sections in 2018-19, not including CIS\*1000 (usually taught by sessional Zoe Zhu) and CIS\*1200 (John Saville).

S. Kremer noted that it is the best decision to split the courses to ensure we continue to deliver good quality education. D. Calvert noted that this means almost all of the SoCS courses are now split. D. Gillis asked what the promise is for enrollment for F18. P. Matsakis has asked that the enrollment be capped at 200 students, or that new faculty positions be approved, as promised by the Provost in W17.

### [Reynolds](#)

P. Matsakis provided an update on the construction in Reynolds. The Renovation Committee has been meeting with Physical Resources and METTKO (Contractor) about once a week. Furniture layout is being finalized.

The basement features a 48-seat lab that will require screens to work around the pillars since these pillars block student's views of the instructor. There is also a large group project work space, and SOCIS will be a high-priority user.

There is one office left on the first floor for a lab manager and another one for a second program counselor (future hires). Meanwhile, these offices will be used by sessionals.

There is one office left on the second floor for future faculty, as well as the shared office. For now, these offices will be used as research labs by new faculty who requested a research lab during hiring negotiation.

The shared office on the third floor will also be used as a research lab. All other offices will be occupied by faculty.

If needed, the small group project work space in the basement can be converted into an office, the large group project work space can be converted into two offices, and an office can be created out of the graduate lounge on the second floor. The ideal would be to have an expansion building in 2 or 3 years to host all the research and teaching labs.

#### 4. School T&P Guidelines — Pascal

The sections "Biennial Performance Review" and "Tenure & Promotion" have both gone through two drafts and received comments. The other sections, including the Grandfather Clause, have received no comments nor feedback on the first draft.

##### *Supervising vs. Advising*

While these two terms are being used interchangeably in the current/old guidelines, and while some other documents (College Guidelines, Collective Agreement, eCV) may prefer one term to another, the proposed new guidelines differentiate them: both terms are clearly defined and do not refer to the same kind of work.

##### *Service for Tenure or Promotion*

Based on the Collective Agreement (Article 21.12), Teaching and Research are more important than Service for Tenure or Promotion, in the sense that "Good" service is all that is required.

##### *Voting*

All sections have now been reviewed. If anyone has any questions, please see P. Matsakis by October 24<sup>th</sup> at 12PM. After that, the vote will proceed. We will need no fewer than 2/3rds of the faculty to approve before it goes to the College. S. Kremer asked if we shouldn't run the draft past the Provost department to confirm there isn't

anything that they don't agree with prior to voting. P. Matsakis asked C. Hosker what the usual process would be and C. Hosker confirmed that faculty will need to vote prior to passing onto the Provost.

Motion: That the voting be conducted online to ensure all faculty members are able to vote. (P. Matsakis/C. Obimbo). In favour: All. Abstentions: None. **MOTION PASSED**

## 5. Undergraduate Recruitment and Outreach — Lauren

The Ontario Universities Fair went well in September. Five students were there representing the bachelor program: Jacob Uskoski, Brandon Edwards, Frazer Semour, Day'ra Heyko, Nic Durish. They did an amazing job fielding questions and creating a positive atmosphere.

The overall OUF attendance was 140,000, which is an increase of 4000 from 2016. We had 1200 people attend the University of Guelph's presentations. We gave out approximately 21,000 admission handbooks, which is slightly higher than last year. We also gave out 865 Bachelor of Computing brochures and collected 7000 new prospective student leads, which is up by 800 from 2016.

Two upcoming events are happening in November: the Fall Preview Day is happening November 3<sup>rd</sup> and Science and Engineering Sunday on November 12<sup>th</sup>. L. Zweep will be sending out an invite to help recruit faculty and students for both events.

## 6. Graduate Outreach Committee — Charlie

The event went well on Saturday. A. Hamilton-Wright, D. Stacey, C. Obimbo, J. Fraser, and D. Rose were all in attendance. There were about 15 students that expressed interest in the SoCS graduate programs: about 1/3 were female; 2/3 were from the University of Guelph; one was from Waterloo; and there were several international students. They seemed to be strong students and we received their contact information. Also, there were a number of first year students, which shows that students are thinking beyond their undergraduate degree.

C. Obimbo noted that there have been discussions about updating information online, including a searchable list for topics linking to supervisors, two-page descriptions for supervisors, and videos for social media. P. Matsakis agreed that there is a lot that can be done as our numbers are low in graduate applications from Canadian students. We will need to follow AODA guidelines in everything we do.

C. Obimbo proposed a meeting/discussion in order to decide what information to include so that we are highlighting faculty who are looking to recruit. P. Matsakis noted that we have information gathered from all faculty from approximately a year and a half ago. Should any faculty member wish to update their information, please do so. P.

Matsakis also noted that there is still a lot to do in the area of graduate outreach. The newly formed committee is a great step towards achieving what L. Zweep has with undergraduate outreach and recruitment.

D. Chiu asked if there were any questions about “Why Guelph?” from potential students. J. Fraser responded that mainly prospective students asked what projects were being worked on and how they could be involved should they become a SoCS graduate student.

## **7. Strategic Planning Committee — Dan**

In May of 2016, a list of proposals was put together for the Provost to approve. We’ve received feedback and are to move forward with establishing scholarships to help with recruitment, especially at the graduate level. We currently have nine scholarships at the undergrad level and will be expanding to up to 33 new scholarships through private funding. This is a total of \$990,000 being requested. D. Gillis mentioned that he hopes the first new scholarship will be announced soon. The alumni website will be updated in November to reflect the new fundraising priority.

D. Gillis also announced that Co-op has asked if we might be able to co-sponsor a co-op award with Tulip (a tech company based in Kitchener-Waterloo) in memory of Ian Pavlinic who passed away this summer. Ian was a co-op student with Tulip and had just started a full-time position with them this year. Co-op is looking to the school and faculty members for support to help bump the amount by an additional \$500 a year.

D. Chiu asked if the senior classes will be revisited as they have not been in years and are quite outdated. He suggested that we may need new courses. P. Matsakis mentioned that it is not the mandate of the Strategic Planning Committee to address this particular issue, and D. Calvert said it is on the agenda of the Undergraduate Curriculum Committee. D. Gillis added that there is a meeting being set up to discuss potential areas of focus.

## **8. Any Other Business**

N/A

**Meeting adjourned at 2:15PM**