

SoCS Council Meeting

Sep 27, 2016

AGENDA

1. Approval of Agenda
2. Approval of Minutes from Sep 13, 2016
3. Interim Director's Remarks — Pascal
4. Council By-Laws and Membership — Pascal
5. Information Systems and Human Behaviour (ISHB) — Pascal
6. Mobile Computing Major — Dave Calvert
7. Assistant Director's Remarks — Michael
8. Associate Director's Remarks, Graduate Studies — Joe
9. Policy on Engaging in Research with Other Faculty's Students — Joe
10. Any other business

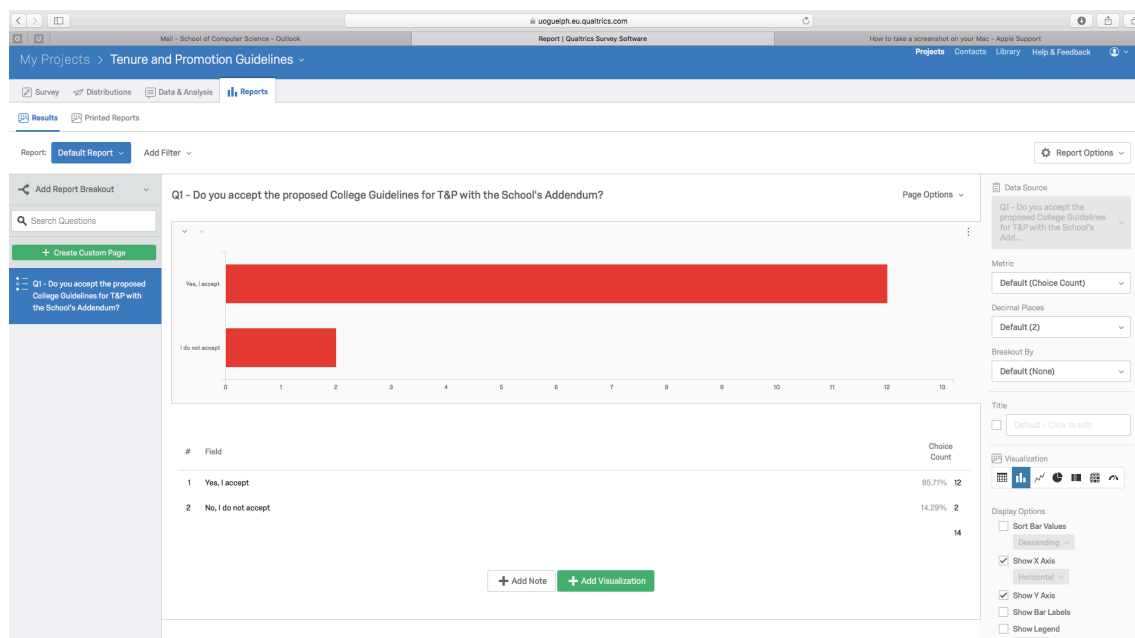
3. Interim Director's Remarks

3. INTERIM DIRECTOR'S REMARKS : Meetings with the Provost and the Dean

Faculty and staff to meet with the Provost and the Dean
tomorrow, 1pm-3pm, REYN 219

Special Council meeting with the Dean
on **Oct 4, 1pm-2:30pm, REYN 219**

3. INTERIM DIRECTOR'S REMARKS: College T&P Guidelines and School Addendum



3. INTERIM DIRECTOR'S REMARKS: Faculty Search

- ☒ 2 two-year teaching-focused CL positions
- ☐ 3-4 positions in Computer Science
(mobile computing, networking, hardware, parallel programming...)
- ☐ 1 position in Data Science
- ☐ 2 positions in Cybersecurity

3. INTERIM DIRECTOR'S REMARKS: Staff Hiring

Hiring Process

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Analyst III

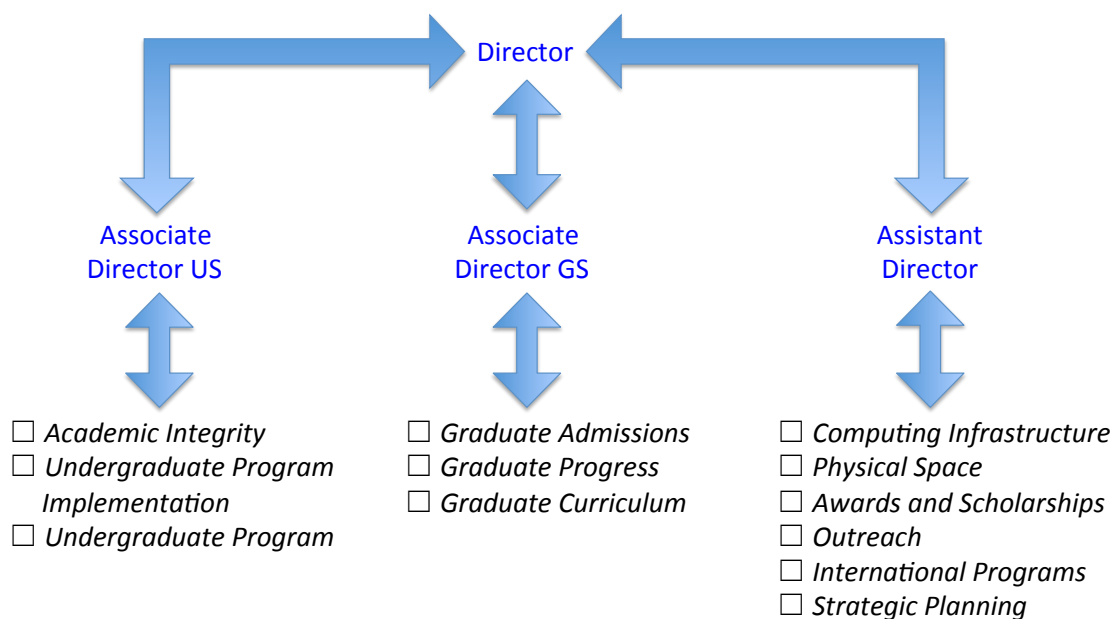
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Program Counsellor

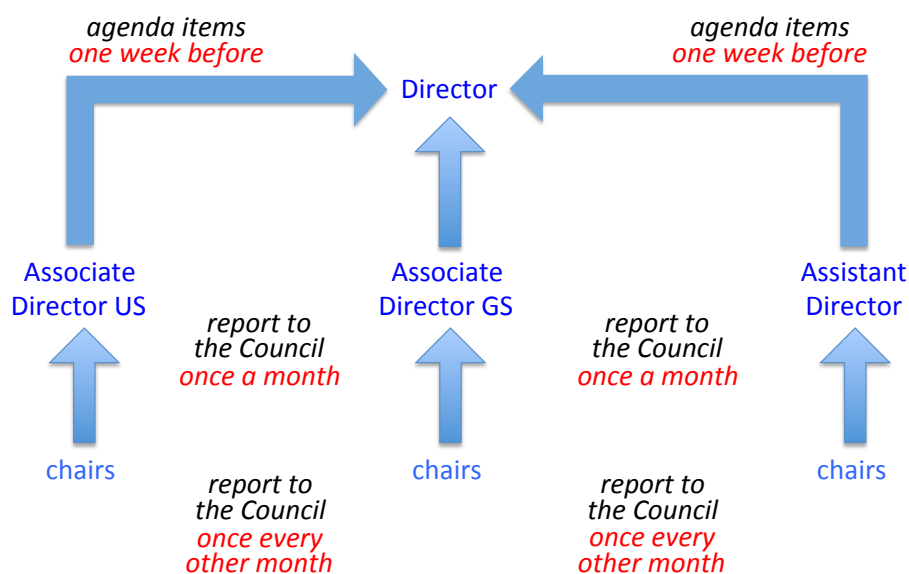
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Co-op Coordinator

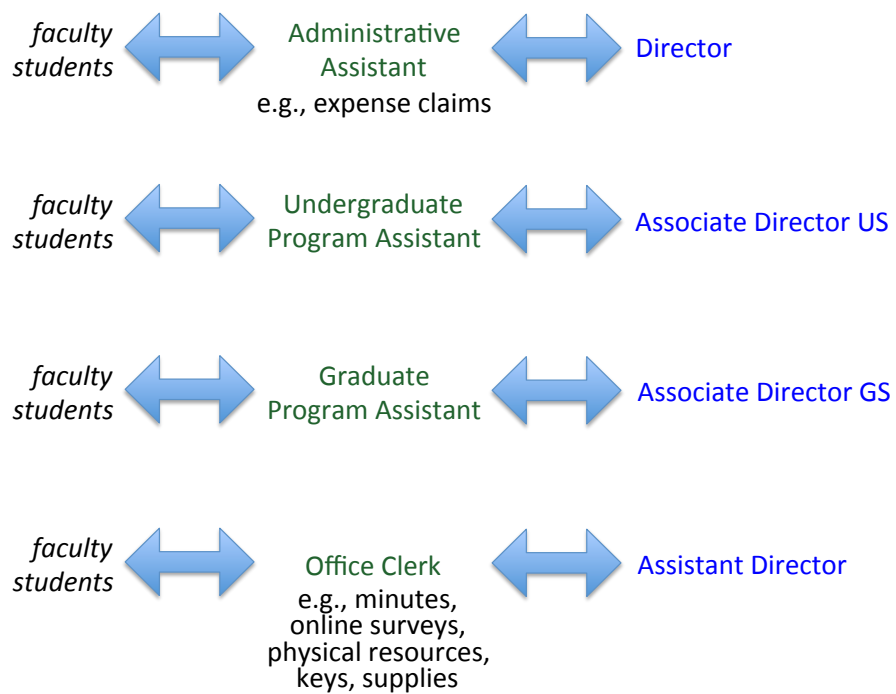
3. INTERIM DIRECTOR'S REMARKS: Directors and Committees



3. INTERIM DIRECTOR'S REMARKS: Reporting to the Council



3. INTERIM DIRECTOR'S REMARKS: The Staff Interface



4. Council By-Laws and Membership

4. COUNCIL BY-LAWS AND MEMBERSHIP

Membership and Speaking Privileges

The membership of the School Council shall consist of all ~~faculty members in the School of Computer Science, an undergraduate student representative, a graduate student representative, the Director's Secretary (secretary of record), the Liaison Officer, the Program Counselor, the Administrative Assistant and the System's Analyst.~~

All members of the School Council will have speaking privileges at all meetings.

Guests may attend most (see "Closed Meetings" below) School Council meetings but a motion must be passed to grant them speaking privileges at the meeting.

4. COUNCIL BY-LAWS AND MEMBERSHIP

Membership and Speaking Privileges

The membership of the School Council shall consist of all ~~faculty and non-academic staff members in the School of Computer Science, an undergraduate student representative and a graduate student representative.~~

All members of the School Council will have speaking privileges at all meetings.

Guests may attend most (see "Closed Meetings" below) School Council meetings but a motion must be passed to grant them speaking privileges at the meeting.

Closed Meetings

In special circumstances (as necessitated by the confidentiality of agenda items), a motion may be made to move to a closed session. Such a motion may restrict the attendance and/or speaking privileges of non-voting members (see below) of the School Council.

Quorum

No motion (other than to adjourn the meeting) may be made unless quorum has been established.

Quorum is defined as at least $\frac{1}{2}$ (50% or more) of all the [regular](#) faculty in the School who are not on leave (not on sabbatical, not on parental leave, etc.) during the time of the meeting.

Voting Members of the Committee

The voting members of the committee will be the contractually limited and regular faculty members of the school (adjunct and retired/emeritus faculty are not voting members).

Faculty members on paid leave are permitted to vote (but will not be counted in Quorum calculations). The chair of the meeting (the Director of the School or a deputy) only votes to break a tie.

Voting

Motions are passed by **simple** majority rule (i.e., more *yeas* than *nays*) with two exceptions.

(1) If a motion has been defeated, it may not be made again unless a 2/3 **simple** ~~(or more)~~ majority (i.e., at least twice as many *yeas* as *nays*) approves a motion to re-open discussion on the matter.

(2) Changes to the bylaws and membership of the School Council will ~~also~~ require a 2/3 **absolute** ~~(or more)~~ majority (i.e., at least two thirds of the voting members vote *yea*).

Proxy voting and online voting must be preapproved.

5. Information Systems and Human Behaviour

- ☐ ISHB removed from the 2017 Admission Handbook
- ☐ Further admission suspended
- ☐ Program deletion recommended
- ☒ Motion to approve the deletion

7. Assistant Director's Remarks



SPACE

CURRENT STATUS

- All rooms are being used effectively.
- SHARCNet has four offices in J.D.Maclachlan.
 - Has moved two offices already.



RENOVATION MOVE

- The entire building will need to move out before demolition / renovation commences.
- Timeline unknown - working on a "move out" in mid-December.
- Everyone should start cleaning out unwanted material and planning for packing.
- Blue-bins for paper waste.

RENOVATION MOVE

- Will send out a survey to obtain an idea of those who want an office, and those willing to pack their offices up for a year.
- Likely we will get containers to store “non-essential” things.
- Renovation must be complete by April 2018.
 - Move back in summer 2018?

SPACE Committee

- Responsible for space allocations
- Comprised of one each of full, associate, assistant profs, one staff member.
- Will be responsible for all room allocations, including grad students.

SPACE Committee

- Will be responsible for assigning offices in the renovated building.
- No guarantee you will get the same office.
- Grad students will be in common grad areas.



FIRST FLOOR PLAN



SECOND FLOOR PLAN



University of Guelph, School of Computer Science - Reynolds Building Renovation
474 Gordon Street, Guelph, Ontario N1G 1Y4

PRA2-3

2016-04/09-05
29 July 2016

WALTERFEDY



THIRD FLOOR PLAN



University of Guelph, School of Computer Science - Reynolds Building Renovation
474 Gordon Street, Guelph, Ontario N1G 1Y4

PRA2-4

2016-04/09-05
29 July 2016

WALTERFEDY

Infrastructure

- There have been problems with the aging Sunrays, affecting 2030 and 2430.
 - Problem is being troubleshooted.
 - We will have to look at replacement options in the near future.
- The move from Reynolds will require modifications to lab spaces.
- Working on moving the servers to CCS.

WEB

- SOCS has a new website.
- Contains relevant information for external viewers.
- Internal information for current undergrads, grads, staff and faculty will be contained in a **WIKI**.
- e.g. forms, course outlines, schedules of classes being offered, committee minutes, SOCS minutes etc.
- grad and committees sections circa 50% complete

8. Associate Director's Remarks, Graduate Studies

The 10 hour rule for full-time graduate students

https://www.uoguelph.ca/sessional_ta/faq/what-10-hour-rule

Full-time graduate students should be in a position to devote their full time and energy to a coherent program of graduate study and research, and should make full time progress toward completion of the requirements of that program. Even though university-related employment (such as GTAs, GSAs, and sessional lectureships) may provide a significant portion of the financial support that enables a graduate student to pursue graduate study, and may provide experience that supplements the formal academic program in developing skills relevant to a future career, too much time spent on employment activities diverts time and energy from the program of study and research, and delays completion.

Consequently, in August 1994, the Government of Ontario requested that the Ontario Council on Graduate Studies publicly confirm its position on the ten-hour rule (i.e. that every member university is committed that **full-time graduate students should not be permitted to work more than an average of 10 hours per week on campus**, and should be encouraged to limit their time spent on employment either inside or outside the university to an average of no more than ten hours per week.). OCGS did so on September 16, 1994, and it was adopted by the University of Guelph immediately and maintained ever since. OCGS members subsequently reaffirmed this position on April 4, 2014.

University of Guelph graduate students who have completed their studies, but are awaiting thesis/dissertation defence, may apply for an exemption through their Chair and the Dean of Graduate Studies to take on addition work.

Different appointment labels

GRA-1: A graduate student receiving monies (from dept. or trust/grant) for contributions to the student's research program (which may also contribute to the faculty member's research).

GRA-2: A graduate student employed (from dept. or trust/grant) in work directly related to research (i.e., not their own thesis research) (e.g., research assistants hired in the summer to work in the research field).

GSA-1: A graduate student employed in work related to the academic enterprise that is not a TA and is paid from Univ. funding (e.g., graduate student employed to run reports related to academic data, writing services in the Library).

GSA-2: A graduate student employed in work that is not directly related to the academic enterprise (e.g., wait staff, athletics worker, line cook, etc.).

The 10 hour rule does NOT apply to GRA-1 but it does for GRA-2.

9. Policy on Engaging in Research with Other Faculty's Students

Engaging in research with other faculty's grad students

The following [Policy on Engaging in Research with Other Faculty's Graduate Students](#) was approved by the SoCS Council on September 11, 2012:

As soon as there is interest in planning to work with someone else's graduate student, the interested faculty member will talk with the advisor. The advisor will be invited to participate in any resultant publication. The interested faculty member would need to confirm how much time will be required by the student to work on such an endeavor and a timeframe must be created so that the student's advisor can ensure it will not impede the student's thesis research. If a faculty member is going to publish with another student, the advisor must be given an opportunity to participate and benefit, at no financial cost to the advisor. **The advisor also has the right to say no and the work cannot proceed.**

There is an issue with the last sentence, as it may violate the student's right to work.

Motion: Revise the Policy as follows:

As soon as there is interest in planning to work with someone else's graduate student, the interested faculty member will talk with the advisor and specify how much time will be required by the student to work on such an endeavor. A timeframe should be created so that the advisor can ensure it will not impede the student's thesis research. The advisor must be given an opportunity to participate in and benefit from the work at no financial cost. In particular, they will be invited to participate in any resultant publication.