

# SoCS Council Meeting

November 28, 2017

## **AGENDA**

1. Approval of Agenda
2. Approval of Minutes from Oct 31, 2017
3. Interim Director's Remarks — Pascal
4. Associate Director's Remarks, Graduate Studies — Joe
5. Computing Infrastructure Committee — Kyle
6. Any other business

### 3. INTERIM DIRECTOR'S REMARKS

### 3. INTERIM DIRECTOR'S REMARKS: Open Houses

*Fall Preview Day*

**Sun Nov 5**, 10:30am – 3:00pm

*Science and Engineering Sunday*

**Sun Nov 12**, 10:30am – 1:00pm

### 3. INTERIM DIRECTOR'S REMARKS: Shame on Us

**Ian Pavlinic** passed away this summer

*Ian graduated in June 2017, with  
a Bachelor of Computing (Major  
Engineering, Minor Psychology).  
He was part of the co-op program.*



Memorial event organized on **Sat, Nov 18** in the Arboretum  
*Not a single SoCS faculty attended the event*

### 3. INTERIM DIRECTOR'S REMARKS: Dec 6, 1989

14 women killed on Dec 6, 1989,  
in Montréal at L'École Polytechnique



*Memorial*

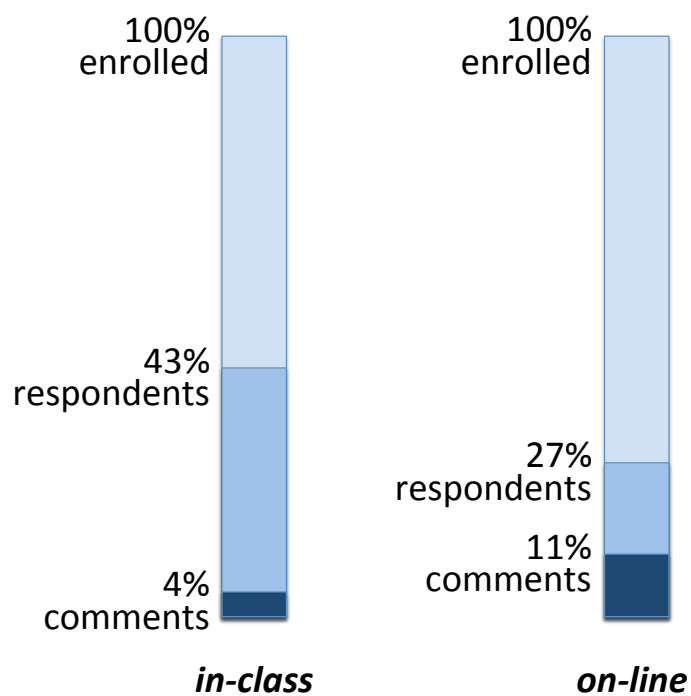
**Wed, Dec 6**, 1:45 – 2:15 pm

THRN – Adams Atrium

### 3. INTERIM DIRECTOR'S REMARKS: Course Evaluations

- ☐ All Faculty Members have the right to choose either on-line or in-class course evaluations.
- ☐ They are not obliged to explain or justify their decision.

### 3. INTERIM DIRECTOR'S REMARKS: Course Evaluations





### 3. INTERIM DIRECTOR'S REMARKS: Course Evaluations

SURVEY FORM - 50	WRITE-IN AREA 1
f [REDACTED] you for making me do this instead of [REDACTED] off.	

### 3. INTERIM DIRECTOR'S REMARKS: Exams

- ☐ Make-up exams AFTER (or different from) regular exam
- ☐ Answering questions? What about students taking exam with SAS?

### 3. INTERIM DIRECTOR'S REMARKS: TAs & GSAs

TAs & GSAs are covered by the Collective Agreement between the University of Guelph and the Canadian Union of Public Employees Local 3913 (Unit 1).

### 3. INTERIM DIRECTOR'S REMARKS: TAs & GSAs

#### *Assignment of Work Agreement:*

<input type="checkbox"/> Orientation/Training	<b>1 hour</b>
<input type="checkbox"/> Supervisor/TA Meetings	<b>&gt; 1 hour</b>
<input type="checkbox"/> Invigilating Exams	<b>3 hours</b>
<input type="checkbox"/> .....	.....
Total Hours	<b>140 hours</b>

### 3. INTERIM DIRECTOR'S REMARKS: TAs & GSAs

#### *Informal Performance Evaluations:*

- ☐ on a regular basis

#### *Formal Performance Evaluations:*

- ☐ first after 70 hours, last at the end of the semester
- ☐ at TA's request, or give at least 5 days' notice
- ☐ areas of strength and weakness, constructive feedback
- ☐ overall rating (*Satisfactory, Improv. Required, Unsatisf.*)
- ☐ performance as TA cannot be used in academic decision making (and vice versa)

### 3. INTERIM DIRECTOR'S REMARKS: Director's Position

#### *Composition of the Search Committee:*

Mary Wells,  
Gary Grewal, Pascal Matsakis, Deb Stacey,  
James Fraser, Cathie Hosker,  
John Fryxell, Graham Taylor

#### *First Meeting:*

Nov 29, 8:30am

#### *Deadline:*

Dec 1, 4pm

### 3. INTERIM DIRECTOR'S REMARKS: CL Faculty Position

*Two-year faculty position in cyber security:*

- ☐ 20 applications received by the deadline
- ☐ Search Committee will meet on Wed, Nov 29
- ☐ Interviews in January

### 3. INTERIM DIRECTOR'S REMARKS: Requests to the Dean

- ☐ Hire at least 2 tenure-track faculty
- ☐ Hire a half-time program counsellor
- ☐ Hire a full-time lab manager / academic integrity officer
- ☐ Renovate THRN 2418

*First meeting School-Dean on Dec 7, 3pm*

*First meetings Director-Dean on Dec 5 and Dec 12*

### 3. INTERIM DIRECTOR'S REMARKS: CIS\*1200

*CIS\*1200:*

- ☐ 417 students in W17
- ☐ 147 students in W18

*Reason:*

Business replaced this elective for their students with MCS\*2020

*Solution:*

- ☐ Reduce the offering to once a year?
- ☐ Offer something more interesting and relevant to arts students?
- ☐ Course on web/e-commerce design?
- ☐ Course tiered towards data and programming in python or similar?
- ☐ Survey other colleges to see what sort of service course is needed?

### 3. INTERIM DIRECTOR'S REMARKS: SOCIS

- ☐ CS Games
- ☐ CUSEC (Canadian University Software Engineering Conference)
- ☐ CAN-CWIC (ACM Canadian Celebration of Women in Computing)
- ☐ Individual requests (e.g., travel scholarship to attend HackHarvard)

### 3. INTERIM DIRECTOR'S REMARKS: Budget

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School of Computer Science



IMPROVE LIFE.

Weekly Sales Data: Period Ending Date: Period:	24-Nov-16			27-Dec-16			26-Feb-17			21-Feb-17			14-Feb-17			10-Jan-17			24-Dec-16			18-Dec-16			10-Dec-16			3-Dec-16			24-Oct-16			Total
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
REVENUE SALES																																		
Food	18,200	120	156,800	120%	108,000	120%	116,000	120%	18,200	120%	18,800	120%	156,000	120%	156,000	120%	126,000	120%	126,000	120%	126,000	120%	126,000	120%	126,000	120%	126,000	120%	126,000	120%	126,000			
Alcoholic Bever	8,400	120	8,400	120%	8,400	120%	8,400	120%	8,400	120%	8,400	120%	8,400	120%	8,400	120%	8,400	120%	8,400	120%	8,400	120%	8,400	120%	8,400	120%	8,400	120%	8,400	120%	8,400			
Non-Alcoholic Bever	1,200	400	8,000	400%	8,000	400%	8,000	400%	1,200	400	8,000	400%	8,000	400%	8,000	400%	8,000	400%	8,000	400%	8,000	400%	8,000	400%	8,000	400%	8,000	400%	8,000	400%	8,000			
Liquor	28,000	120	28,000	120%	28,000	120%	28,000	120%	28,000	120%	28,000	120%	28,000	120%	28,000	120%	28,000	120%	28,000	120%	28,000	120%	28,000	120%	28,000	120%	28,000	120%	28,000	120%	28,000			
Butter	2,400	120	2,400	120%	2,400	120%	2,400	120%	2,400	120%	2,400	120%	2,400	120%	2,400	120%	2,400	120%	2,400	120%	2,400	120%	2,400	120%	2,400	120%	2,400	120%	2,400	120%	2,400			
Meat	7,200	120	7,200	120%	7,200	120%	7,200	120%	7,200	120%	7,200	120%	7,200	120%	7,200	120%	7,200	120%	7,200	120%	7,200	120%	7,200	120%	7,200	120%	7,200	120%	7,200	120%	7,200			
Other Groceries	1	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000				
PROFIT COST																																		
Food	36,000	400	45,344	36,000	36,440	36,000	36,328	36,000	36,706	36,000	37,204	36,000	41,880	36,000	41,880	36,000	41,880	36,000	41,880	36,000	41,880	36,000	41,880	36,000	41,880	36,000	41,880	36,000	41,880	36,000	41,880			
Alcoholic Bever	1,680	120	1,680	120%	1,680	120%	1,680	120%	1,680	120%	1,680	120%	1,680	120%	1,680	120%	1,680	120%	1,680	120%	1,680	120%	1,680	120%	1,680	120%	1,680	120%	1,680	120%	1,680			
Non-Alcoholic Bever	1,568	400	1,568	400%	1,568	400%	1,568	400%	1,568	400	1,568	400%	1,568	400%	1,568	400%	1,568	400%	1,568	400%	1,568	400%	1,568	400%	1,568	400%	1,568	400%	1,568	400%	1,568			
Liquor	5,600	120	5,600	120%	5,600	120%	5,600	120%	5,600	120%	5,600	120%	5,600	120%	5,600	120%	5,600	120%	5,600	120%	5,600	120%	5,600	120%	5,600	120%	5,600	120%	5,600	120%	5,600			
Butter	1	720	100	800	875	1,00	900	800	900	800	900	800	900	800	900	800	900	800	900	800	900	800	900	800	900	800	900	800	900	800	900			
Meat	1,440	120	1,440	120%	1,440	120%	1,440	120%	1,440	120%	1,440	120%	1,440	120%	1,440	120%	1,440	120%	1,440	120%	1,440	120%	1,440	120%	1,440	120%	1,440	120%	1,440	120%	1,440			
Other Groceries	1	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000				
WAGES																																		
KCBI Management Labor	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800			
KCBI Management Labor	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800			
KCBI Management Labor	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800			
KCBI Management Labor	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800			
KCBI Management Labor	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800			
KCBI Management Labor	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800			
KCBI Management Labor	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800			
KCBI Management Labor	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800			
KCBI Management Labor	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800			
KCBI Management Labor	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800			
KCBI Management Labor	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800			
KCBI Management Labor	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800			
KCBI Management Labor	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800			
KCBI Management Labor	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800			
KCBI Management Labor	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800			
KCBI Management Labor	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800			
KCBI Management Labor	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800			
KCBI Management Labor	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800			
KCBI Management Labor	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800			
KCBI Management Labor	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800			
KCBI Management Labor	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800			
KCBI Management Labor	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800			
KCBI Management Labor	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,800	4,800	6,80													

**-\$471,543.25**

### 3. INTERIM DIRECTOR'S REMARKS: Budget

*Making money:*

- ☐ CIS\*1000 DE, CIS\*1010 DE, CIS\*1020 DE  
☐ CIS\*1200 DE, CIS\*1210 DE, CIS\*1220 DE  
☐ CIS\*1500 DE

*Saving money:*

- ☐ ~~Hire at least two tenure-track faculty~~
- ☐ ~~Hire a full-time lab manager / academic integrity officer~~
- ☐ ~~Hire a half-time program counsellor~~
- ☐ ~~GSA Academic Integrity Officer~~
- ☐ UTAs *minimize*
- ☐ ~~Office Clerk~~ *trick of*

get rid of  
Go Code Girl

3. INTERIM DIRECTOR'S REMARKS: Budget



3. INTERIM DIRECTOR'S REMARKS: Budget



#### 4. ASSOCIATE DIRECTOR'S REMARKS, GRADUATE STUDIES



## Grad Activities Update – Nov 28, 2017

1. Committees
2. Grad Numbers Trends
3. Graduate Transfer Funds

### Committees

#### **Curriculum**

- ▶ Complete **Data Management** learning module
- ▶ Update Graduate Calendar course listings

#### **Admissions**

- ▶ Processing of each prospective admission within a week
- ▶ **Helpful:** detail interactions with student you want to admit

#### **Progress**

- ▶ PhD defenses - first steps in paperwork should be **8** weeks prior to anticipated defense date

[https://www.uoguelph.ca/graduatestudies/current/completion/thesis\\_completion/doctoral\\_sched](https://www.uoguelph.ca/graduatestudies/current/completion/thesis_completion/doctoral_sched)

- ▶ Allow 4 weeks for external and examination committee to review thesis

## Grad Numbers Trends

Semester	New MSc	New PhD	Total	QE	MSc Def	PhD Def
F14	4	0	33	-	-	-
W15	3	0	37	-	-	-
S15	3	0	35	-	-	-
F15	5	0	34	-	-	-
W16	1	1	35	-	-	-
S16	4	1	38	-	-	-
F16	13	1	52	0	3	0
W17	5	2	51	0	2	5
S17	3	3	50	0	4	0
F17	5	1	50	0	1	1
W18	8	0	56	-	-	1

## Grad Transfer Funds

- ▶ The college receives \$10,000 per PhD and \$6000 per MSc for each eligible (Nov 1) domestic student.
- ▶ Currently they **transfer** \$9500 per PhD and \$5500 per MSc to school
- ▶ Previously, 100% of these funds went directly to the new admission, but now we have flexibility on how to use (travel grants etc)

For new admissions (non-scholarship), per year:

Degree	Average < 80%	Average ≥ 80%
<b>MSc</b>	\$4000	\$5000
<b>PhD</b>	\$7000	\$9000

If a student is awarded a scholarship (GEES, GTS, OGS, NSERC) they will receive **up to** \$2000/per year top up for MSc and \$4000/per year top up for PhD (on average)

On top of this, faculty are encouraged to contribute their own GRA