### **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

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

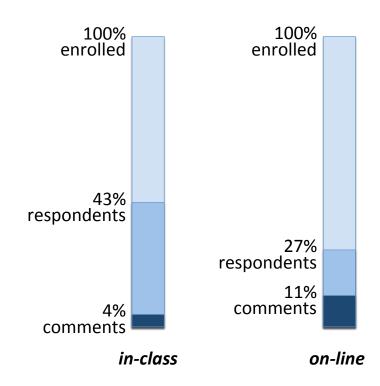


*Memorial* **Wed, Dec 6**, 1:45 – 2:15 pm
THRN – Adams Atrium

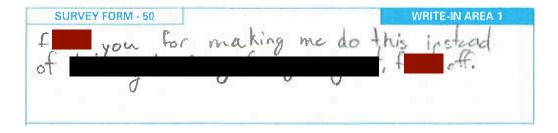
### 3. INTERIM DIRECTOR'S REMARKS: Course Evaluations

☐ 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



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

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

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

### □ Orientation/Training □ Supervisor/TA Meetings □ Invigilating Exams □ ..... Total Hours 1 hour 3 hours ..... 140 hours

Assignment of Work Agreement:

Informal Performance Evaluations:
$\square$ on a regular basis
Formal Performance Evaluations:
<ul> <li>☐ first after 70 hours, last at the end of the semester</li> <li>☐ at TA's request, or give at least 5 days' notice</li> <li>☐ areas of strength and weakness, constructive feedback</li> <li>☐ overall rating (Satisfactory, Improv. Required, Unsatisf.)</li> <li>☐ performance as TA cannot be used in academic decision making (and vice versa)</li> </ul>

### 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

	Two-year faculty position in cyber security:
	<ul><li>□ 20 applications received by the deadline</li><li>□ Search Committee will meet on Wed, Nov 29</li><li>□ Interviews in January</li></ul>
3. INTERIM D	DIRECTOR'S REMARKS: Requests to the Dean
3. INTERIM D	PIRECTOR'S REMARKS: Requests to the Dean
H	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

## 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 (Cana	adian University Software Engineering Conference)
☐ CAN-CWIC (	ACM Canadian Celebration of Women in Computing)
☐ Individual re	equests (e.g., travel scholarship to attend HackHarvard

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

School of	f C	on	ıρι	ıter	Sc	ien	ce																			ŪNI GI	/ERSIT JELPH		Improve	Life
Weekly Sales: Period Ending Date: Period:		\$40,000 29-Nov-10		\$47,500 27-Dec-16 2		\$37,500 24-Jan-17 3		\$38,750 21-Feb-17 4		\$40,000 21-Mar-17 5		\$41,250 18-Apr-17 6		\$43,750 16-May-17 7		\$43,750 13-Jun-17 8		\$43,750 11-Jul-17 9		\$43,750 8-Aug-17 10		\$43,750 5-Sep-17 11		\$40,000 3-Oct-17 12		\$40,000 31-Oct-17 13			Total	
BEVENUE SALES Food Mon-Alcoholic Bav Liquer Wire Bettle Bear Date Bear Other Income	5	115,200 4,000 7,200 24,000 2,400 7,200	2.5% 15% 15% 4.5% 4.5%	196,800 4,750 8,550 28,500 2,850 8,550	72,0% 2,0% 4,5% 15,0% 1,5% 4,5% 0,0%	108,000 2,750 6,750 22,500 2,250 6,750	72,0% 2,0% 4,5% 1,5% 4,5% 0,0% 9000% \$	111,600 2,875 6,975 23,250 2,325 6,975 155,000	72.0% 2.5% 4.5% 10.0% 1.5% 4.5% 0.0% \$00.0% \$	115,200 4,000 7,200 24,000 2,400 7,200 140,000	72.0% 2.5% 4.5% 15.0% 1.5% 4.5% 0.0% 900.0% \$	118,800 4,125 7,425 24,750 2,475 7,425 165,000	72.0% 2.8% 4.8% 15% 4.3% 0.0%	126,000 4,275 7,675 26,250 2,625 7,675 175,000	72,0% 2,3% 4,5% 16,0% 1,5% 4,5% 0,0%	126,000 4,375 7,875 26,250 2,625 7,875 175,080	72,0% 2,0% 4,0% 15,0% 1,5% 4,0% 0,0%	126,000 4,275 7,875 26,250 2,625 7,875 175,000	72.0% 2.3% 4.5% 15.0% 1.5% 4.3% DON 198.0% \$	126,000 4,275 7,675 26,250 2,625 7,875 175,000	72.0% 2.8% 4.8% 15.0% 1.5% 4.5% 0.0%	126,000 4,275 7,875 26,250 2,625 7,875 -	72,0% 2.8% 4.9% 15.0% 1.5% 4.5% 0.0%	115,200 4,000 7,200 24,000 2,600 7,200 160,000	72.0% 2.3% 4.5% 15.0% 1.5% 4.5% 0.0%	115,200 4,000 7,200 24,000 2,400 7,200 7,200	72.0% 2.5% 4.5% 1.5% 4.5% 0.0%	\$ \$ \$ \$ \$	1,566,000 54,275 97,875 226,250 32,625 97,875 2,175,000	72.0% 2.5% 4.5% 15.0% 1.5% 4.5% 0.0%
PRODUCT COST Food Nerrakcoholic Bev Liquer Wire Bettle Beer Chaft Beer	\$ \$ \$ \$ \$	38,016 960 1,368 8,880 720 2,360 52,004	100% S	45,144 1,140 1,625 10,545 855 2,565 <b>61,874</b>	23.0% \$ 24.0% \$ 18.0% \$ 37.0% \$ 33.0% \$ 32.0% \$	35,640 900 1,283 8,325 675 2,025 48,848	23.0% \$ 24.0% \$ 34.0% \$ 31.0% \$ 33.0% \$ 33.0% \$	36,628 930 1,225 8,603 698 2,093 \$0,476	22.0% \$ 24.0% \$ 70.0% \$ 71.0% \$ 22.0% \$ 22.0% \$	38,016 960 1368 8,880 720 2,160 52,904	23.0% \$ 24.0% \$ 76.0% \$ 77.0% \$ 27.0% \$ 23.0% \$ 23.0% \$ 22.0% \$	39,204 990 1,411 9,158 313 2,228 53,732	33.0% \$ 34.0% \$ 70.0% \$ 37.0% \$ 30.0% \$ 30.0% \$	41,590 1,090 1,496 9,713 788 2,363 \$6,989	23.0% \$ 24.0% \$ 24.0% \$ 21.0% \$ 21.0% \$ 21.0% \$ 21.0% \$	41,580 1,080 1,496 9,712 788 2,363 \$6,989	23.0% \$ 24.0% \$ 70.0% \$ 27.0% \$ 27.0% \$ 20.0% \$ 20.0% \$ 20.0% \$	41,580 1,050 1,496 9,713 788 2,363 54,989	33.0% \$ 24.0% \$ 75.0% \$ 37.0% \$ 30.0% \$ 30.0% \$	41,580 1,050 1,496 9,713 788 2,363 \$6,989	330% \$ 240% \$ 793% \$ 333% \$ 303% \$ 303% \$	41,580 1,050 1,496 9,713 768 2,363 56,989	33,0% \$ 24,0% \$ 19,0% \$ 37,0% \$ 30,0% \$ 30,0% \$	38,016 960 1,368 8,880 720 2,160 \$2,904	22.0% \$ 24.0% \$ 19.0% \$ 37.0% \$ 30.0% \$ 30.0% \$ 32.6% \$	38,016 960 1,368 8,880 720 2,360 52,904	210% 240% 910% 310% 310% 324%	\$ \$ \$ \$ \$	516,780 13,050 18,596 120,713 9,788 29,362 705,289	23.0% 24.0% 18.0% 31.0% 30.0% 30.0%
WAGES FOH Management Labour FOH Labour BOH Management Labour BOH Labour Benefits Stat Holiday Stat Meliday	\$ \$ \$ \$ \$ \$ \$ \$	6,850 13,600 6,154 15,734 5,081 3,000 3,082 53,501	8.5% S		16% \$ 83% \$ 12% \$ 12% \$ 10% \$ 12% \$ 16% \$ 22.6% \$	6,850 13,000 6,354 14,366 4,844 3,000 2,939 53,153	46% \$ 87% \$ 43% \$ 86% \$ 12% \$ 20% \$ 20% \$	6,850 13,300 6,154 15,090 4,962 3,011 49,327	4.0% \$ 8.0% \$ 4.0% \$ 9.7% \$ 2.2% \$ 0.0% \$ 1.9% \$	6,850 13,600 6,154 13,734 5,081 3,082 50,501	42% \$ 8.5% \$ 1.0% \$ 9.0% \$ 1.2% \$ 0.0% \$ 1.9% \$ 26.4% \$	6,850 13,900 6,154 16,418 5,799 3,000 3,154 54,634	42N \$ 84N \$ 27N \$ 1004 \$ 22N \$ 18N \$ 19N \$ 33N \$	6,850 14,500 6,154 17,786 5,435 3,297 54,022	29% \$ 82% \$ 25% \$ 102% \$ 27% \$ 00% \$ 19% \$	6,890 14,500 6,154 17,796 5,435 3,000 3,297 57,022	2.9% \$ 8.3% \$ 2.5% \$ 10.2% \$ 2.3% \$ 1.7% \$ 1.9% \$	6,850 14,500 6,754 17,796 5,435 3,297 54,022	29% \$ 83% \$ 25% \$ 902% \$ 29% \$ 29% \$ 29% \$ 29% \$ 39% \$	6,850 14,500 6,154 17,786 5,435 - 3,297 54,022	2.9% \$ 8.3% \$ 2.5% \$ 10.2% \$ 2.3% \$ 0.0% \$ 1.9% \$ 30.8% \$	6,850 14,500 6,54 17,786 5,435 3,000 3,297 57,022	2.9% \$ 8.3% \$ 15% \$ 10% \$ 17% \$ 17% \$ 19% \$ 22.4% \$	6,850 13,600 6,854 13,734 5,081 - 3,082 50,501	42% \$ 85% \$ 15% \$ 55% \$ 12% \$ 0.0% \$ 19% \$	6,850 13,600 6,154 15,734 5,081 3,000 3,082 53,501	4.7% 8.5% 1.0% 8.0% 1.2% 1.0% 1.0%	\$ \$ \$ \$ \$ \$	89,050 182,500 80,000 217,540 68,291 24,000 41,430 702,811	4.79 8.89 2.79 10.09 2.79 1.79 1.99 22.39
TOTAL COST OF SALES GROSS MARGIN	s	105,605 54,395		125,417 64,583	86.0% \$	100,001 49,999	647% \$ 23.2% \$	99,803 55,197	14.0% S	57,395	647% S	108,407	687% \$ 63% \$	mon p,yey	634% \$	T14,011	3494	11(011	43.4% \$	11(011 63,989	13.4% \$ 35.6% \$	114,011	66.7% \$	102,605 57,395	641% \$ 25.9% \$	105,605 54,395	64.0% 34.0%	\$	763,901	64.99 25.79
OPERATION  Consideration  Considerat	*****	250 259 900 2,240 2,300 960 	0.7% S 1.4% S 27% S 0.6% S 0.0% S 0.0% S 1.5% S 0.7% S	500 2,330 180 252	07% \$ 07% \$ 07% \$ 14% \$ 20% \$ 20% \$ 20% \$ 00% \$	250 290 290 2,000 2,000 2,000 500 2,000 2,000 2,000 180 2,000 190 190 190 190 190 190 190 190 190	02% \$ 02% \$ 02% \$ 02% \$ 02% \$ 14% \$ 23% \$ 02% \$	250 250 500 2170 1,225 990 500 2,085 180 292 2,480 150 150 17,622	62% \$ 62% \$ 62% \$ 62% \$ 50% \$ 14% \$ 27% \$ 60% \$	250 250 250 2240 2,240 2,200 960 	0.76 \$ 0.76 \$ 0.76 \$ 0.76 \$ 0.76 \$ 0.76 \$ 0.76 \$ 0.76 \$ 0.76 \$ 0.76 \$ 0.76 \$ 0.76 \$ 0.76 \$ 0.76 \$ 0.76 \$ 0.76 \$	250 500 2,900 3,375 990 4,500 500 2,055 180 281 2640 80 80,202	02% 5 03% 5 14% 5 20% 5 00% 5 00% 5 00% 5 00% 5 00% 5 00% 5 00% 5 00% 5 00% 5	250 500 2,490 3,525 1,090 500 2,225 180 280 2,800 190 190 190 190 190 190 190 190 190 1	07% \$ 07% \$ 1.4% \$ 2.0% \$ 2.0% \$ 2.0% \$ 2.0% \$ 2.0% \$ 2.0% \$ 2.0% \$ 2.0% \$ 1.2% \$ 0.0% \$ 0.0% \$ 0.0% \$ 0.0% \$ 1.0% \$ 0.0% \$ 1.0%	200 500 2490 3525 1060 500 2225 2800 2802 2800 2800 2800 2800	074 \$ 024 \$ 146 \$ 204 \$	250 900 2,490 3,525 1,060 900 900 2,225 180 252 2,800 190 190 18,782	OPN \$ OPN \$ OPN \$ CON \$	250 250 500 2,450 2,525 1,050 500 2,225 180 252 2,800 150 150	03% \$ 03% \$ 03% \$ 1.4% \$ 20% \$ 04% \$ 20% \$ 04% \$ 03% \$ 03% \$ 03% \$ 03% \$ 03% \$ 03% \$ 03% \$ 03% \$ 03% \$ 03% \$ 03% \$	250 210 500 2,450 3,525 1,050 	01% \$ 03% \$ 14% \$ 20% \$ 20% \$ 20% \$ 20% \$ 20% \$ 12% \$ 03% \$ 12% \$ 03% \$ 10% \$ 10% \$ 20% \$ 10% \$ 10% \$ 20% \$ 10% \$	250 250 2,240 2,240 2,300 960 	02% \$ 02% \$ 02% \$ 02% \$ 24% \$ 24% \$ 26% \$ 26% \$ 26% \$ 0.0%	250 250 500 2,240 2,300 960	02% 02% 02% 02% 02% 02% 02% 02% 02% 02%	*******	3,250 3,250 6,500 30,450 44,325 13,060  58,500 6,500 28,225 2,340 3,279 34,900 1,950 1,950 1,950 228,369	079 079 029 1,49 2,09 0,09 0,09 0,29 1,29 0,29 1,69 0,79 0,79
PROMOTION In House Promotion QSA's Special Promo Advertising	\$ \$ \$ \$	1,920 640 500 3,500 6,560	0.9% S 0.3% S	2,280 760 500 3,500 7,040	1.2% \$ 0.4% \$ 0.2% \$ 1.0% \$ 2.2% \$	1,800 600 500 3,500 6,400	12% \$ 0.4% \$ 0.2% \$ 2.2% \$ 4.2% \$	1,860 620 500 3,500 6,480	12% \$ 0.4% \$ 0.2% \$ 2.2% \$ 4.2% \$	1,920 640 500 3,500 6,560	12% \$ 04% \$ 03% \$ 22% \$ 43% \$	1,980 660 900 3,900 6,640	12% \$ 0.4% \$ 0.3% \$ 23% \$ 40% \$	2,100 700 500 3,500 6,800	12% \$ 0.4% \$ 0.3% \$ 2.0% \$ 39% \$	2,100 700 500 3,500 6,800	12% \$ 0.4% \$ 0.3% \$ 2.0% \$ 3.9% \$	2,900 700 500 3,900 6,800	1.2% \$ 0.4% \$ 0.3% \$ 2.0% \$ 2.9% \$	2,100 700 500 3,500 6,800	12% \$ 0.4% \$ 0.3% \$ 2.0% \$ 2.5% \$	2,100 700 500 3,500 6,800	1.2% \$ 0.4% \$ 0.3% \$ 2.0% \$ 2.0% \$	1,920 640 900 3,500 6,560	12% \$ 0.4% \$ 0.3% \$ 2.2% \$ 43% \$	1,920 640 500 3,500 6,560	12% 0.4% 0.2% 12% 43%	\$ \$ \$ \$	26,900 8,700 6,500 45,900 86,900	0.09 0.09 0.39 2.79 4.09
REPARS & MAINTENANCE Meethly Night Clearing Equipment Repairs Building Repairs Security	\$ \$ \$	700 1,500 1,000 3,200	08% \$ 08% \$	700 1,500 1,000	0.4% \$ 0.8% \$ 0.0% \$ 0.0%	700 1,500 1,000 1,200	05% \$ 10% \$ 07% \$ 0.0%	700 1,500 1,000	05% \$ 10% \$ 04% \$ 0.0%	700 1,500 1,000 3,200	0.4% \$ 0.9% \$ 0.0% \$ 0.0% \$	700 1500 1,000 3,200	0.4% \$ 0.8% \$ 0.6% \$ 0.0% 1.9% \$	700 1,500 1,000 3,200	0.4% \$ 09% \$ 0.4% \$ 0.0%	700 1500 1,000 3,200	0.4% \$ 0.6% \$ 0.6% \$ 0.0% 1.6% \$	700 1,500 1,000 1,000	0.4% \$ 0.8% \$ 0.6% \$ 0.0%	700 1,500 1,000 3,200	0.4% \$ 0.8% \$ 0.6% \$ 0.0% 1.8% \$	700 1,500 1,000 1,000	0.4% S 0.5% S 0.6% S 0.0%	700 1500 1,000 1,000	0.4% \$ 0.9% \$ 0.0% \$ 0.0% \$	700 1,500 1,000 3,200	0.4% DPM DAM 0.0% 2.0%	\$ \$ \$ \$	9,000 19,500 13,000 43,600	0.4% 0.9% 0.0% 1.9%
FEXED EXPENSES Reet Realty Tax Insurance Interest Professional Fees	\$ \$ \$ \$ \$	9,560 700 677 1,450		9,560 700 650 1,450	5.0% \$ 0.0% \$ 0.4% \$ 0.5% \$ 0.6% \$	9,560 700 623 1,450	5.4% \$ 0.0% \$ 0.5% \$ 0.4% \$ 1.0% \$	9,560 700 596 1,430	62% \$ 0.0% \$ 0.5% \$ 0.4% \$ 0.9% \$	9,560 700 569 1,450	5.0% \$ 0.0% \$ 0.4% \$ 0.4% \$ 0.9% \$	9,560 700 542 1,490	5.8% \$ 00% \$ 0.4% \$ 0.3% \$ 0.9% \$	9,560 700 515 1,490	55% \$ 00% \$ 0.4% \$ 0.2% \$ 0.5% \$	9,560 700 498 1,490	55% \$ 0.0% \$ 0.4% \$ 0.3% \$ 0.8% \$	9,560 700 460 1,450	55% \$ 00% \$ 04% \$ 03% \$ 03% \$	9,560 700 433 1,450	55% \$ 02% \$ 04% \$ 02% \$ 02% \$	9,560 700 406 1,410	55% \$ 0.0% \$ 0.4% \$ 0.2% \$ 0.8% \$	9,560  700 319 1,450	6.0% \$ 0.0% \$ 0.4% \$ 0.2% \$ 0.9% \$	9,560 700 352 1,450	6.0% 0.0% 0.4% 0.2% 0.9%	5 5 5 5 5	9,00 6,690 18,690	5.74 0.09 0.49 0.29 0.29
NET INCOME	\$	14,336	sou S	22,331	nas \$	10,734	12% \$	15,589	10 m \$	17,444	on S	16,299	9394 S	22,983	шта \$	20,010	nou \$	23,037	11.2% \$		133% \$	20,091	nau \$	17,634	nou \$	14,661	92%	3	238,212	10%

### 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: we	
☐ Hire <del>at least two</del> tenure-track faculty	
$\square$ Hire a full-time lab manager / academic integrity officer	
☐ Hire a half-time program counsellor	
☐ GSA Academic Integrity Officer—	
□ UTAs minimize	
☐ Office Clerk apt rid of	
☐ Office Clerk ☐ Undergraduate Recruitment and Outreach Go Code Giv ☐ SOCIS (CS Games, CUSEC, CAN CWIC)	U
☐ <del>SOCIS (CS Games, CUSEC, CAN-CWIC)</del>	
☐ SoCS Festive Celebration (Dec 5, Holiday Inn)	
☐ CEPS Festive Celebration (Dec 11, University Club)	



### 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

SoCS Grad Remarks Nov  $28\ 2017$  1 / 4

### **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

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

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### **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

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### **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 $\geq 80\%$
MSc	\$4000	\$5000
PhD	\$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

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