

SoCS Council Meeting

April 17, 2018

AGENDA

1. Approval of Agenda
2. Approval of Minutes from Mar 20, 2018
3. Interim Director's Remarks — Pascal
4. Academic Staff Hiring Committee — Andrew
5. Graduate Curriculum Committee — Stefan
6. Any other business

3. INTERIM DIRECTOR'S REMARKS

3. INTERIM DIRECTOR'S REMARKS: Staff

We'll miss you, Janice!
Welcome back, Jennifer!

3. INTERIM DIRECTOR'S REMARKS: NSERC DG

- ☐ 5 applications
- ☐ 1 successful (congratulations, Joe!)

3. INTERIM DIRECTOR'S REMARKS: Director Search

- ☐ 18 external candidates
- ☐ 1 preliminary interview yesterday (video conference)
- ☐ 3 preliminary interviews tomorrow (video conference)
- ☐ 2 interviews and campus visits on May 10 and 11

3. INTERIM DIRECTOR'S REMARKS: SoCS T&P Guidelines

Proposed new T&P guidelines from Chemistry, Physics, Math & Stats have been approved by the Provost.

They were submitted to the College T&P Committee two years ago.

Approval of SoCS' guidelines in **W20**?

3. INTERIM DIRECTOR'S REMARKS: Meeting with the Provost

1-hr meeting with Provost, Dean, and CEPS Manager Finance & Administration rescheduled from **APR 4** to **APR 24**

3. INTERIM DIRECTOR'S REMARKS: Student to Faculty Ratios

Current
(FTE undergrad + FTE grad) / (FTE faculty)



SoCS	36.2
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CS at Brock	51.2
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CS at NB-SJ	11.5
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CS at Waterloo	32.0
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3. INTERIM DIRECTOR'S REMARKS: Student to Faculty Ratios

Current
(FTE undergrad) / (FTE faculty)



SoCS	33.9
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SoE	29.3
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CEPS	24.1
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CS at Waterloo	28.5
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3. INTERIM DIRECTOR'S REMARKS: Student to Faculty Ratios

Estimated
(FTE undergrad) / (FTE faculty)
in 2018-19



SoCS	36.4	
SoE	29.3	+5.5 FTE faculty
CEPS	24.1	+11.5 FTE faculty
CS at Waterloo	28.5	+6 FTE faculty

3. INTERIM DIRECTOR'S REMARKS: MSc in Cybersecurity

School of Computing,
Science & Engineering



University of
Salford
MANCHESTER

School of Computing, Science & Engineering /

Home

Courses

Subjects

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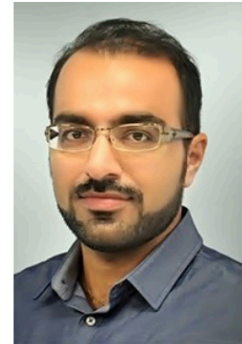


3. INTERIM DIRECTOR'S REMARKS: MSc in Cybersecurity



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[All publications](#)

3. INTERIM DIRECTOR'S REMARKS: 2017-18 Budget

IMPROVE LIFE.

[illegible]

3. INTERIM DIRECTOR'S REMARKS: 2017-18 Budget

School of Computer Science



IMPROVE LIFE.

Weekly Salary: Period Ending Date:	\$40,000 20-Nov-16	\$47,500 27-Dec-16	\$57,500 24-Jan-17	\$38,750 21-Feb-17	\$40,000 20-Mar-17	\$41,250 16-Apr-17	\$43,750 16-May-17	\$41,750 15-Jun-17	\$43,750 15-Jul-17	\$44,750 8-Aug-17	\$43,750 5-Sep-17	\$40,000 2-Oct-17	\$40,000 31-Oct-17	Total	
	1	2	3	4	5	6	7	8	9	10	11	12	13		
REVENUE SALES															
Rent	11,250	12.0%	19,500	12.0%	19,500	12.0%	11,650	12.0%	19,250	12.0%	19,500	12.0%	11,650	12.0%	194,000
Non-Alcoholic Bev.	4,000	2.0%	4,750	2.0%	3,750	2.0%	4,000	2.0%	4,250	2.0%	4,250	2.0%	4,000	2.0%	54,275
Liquor	5,000	4.0%	5,000	4.0%	6,750	4.0%	5,000	4.0%	5,000	4.0%	5,000	4.0%	5,000	4.0%	72,875
Wine	24,000	9.0%	24,000	9.0%	22,500	9.0%	24,000	9.0%	24,000	9.0%	24,000	9.0%	24,000	9.0%	324,250
Bottle Serv.	2,400	1.0%	2,875	1.0%	2,250	1.0%	2,400	1.0%	2,425	1.0%	2,425	1.0%	2,400	1.0%	32,325
Drift Beer	1,200	4.0%	1,500	4.0%	6,750	4.0%	1,200	4.0%	7,875	4.0%	7,875	4.0%	1,200	4.0%	97,875
Other Income	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	0.00
	1	160,000	160,000	150,000	160,000	155,000	160,000	155,000	160,000	170,000	160,000	150,000	160,000	1,275,000	
PROFIT COST															
Rent	38,016	93.0%	45,544	93.0%	35,640	93.0%	39,254	93.0%	41,580	93.0%	41,580	93.0%	39,254	93.0%	576,780
Non-Alcoholic Bev.	960	24.0%	1,160	24.0%	900	24.0%	960	24.0%	1,000	24.0%	1,000	24.0%	960	24.0%	12,200
Liquor	1,368	34.0%	1,625	34.0%	1,283	34.0%	1,368	34.0%	1,406	34.0%	1,406	34.0%	1,368	34.0%	18,536
Wine	6,880	29.0%	16,160	29.0%	8,325	29.0%	6,880	29.0%	9,750	29.0%	9,750	29.0%	6,880	29.0%	125,300
Bottle Serv.	720	3.0%	860	3.0%	675	3.0%	720	3.0%	768	3.0%	768	3.0%	720	3.0%	9,568
Drift Beer	2,160	60.0%	2,584	60.0%	2,025	60.0%	2,160	60.0%	2,363	60.0%	2,363	60.0%	2,160	60.0%	29,263
Other Income	32,808	84.0%	43,894	84.0%	46,848	84.0%	35,916	84.0%	42,909	84.0%	42,909	84.0%	32,808	84.0%	568,287
	1	62,804	62,804	46,848	62,804	50,416	62,804	50,416	62,804	69,999	62,804	50,416	62,804	775,000	
WAGES															
ESM Management Labour	6,850	4.0%	6,850	4.0%	-	4.0%	-	4.0%	-	4.0%	-	4.0%	-	4.0%	85,000
ESM Labour	11,600	6.0%	11,600	6.0%	900	6.0%	900	6.0%	900	6.0%	900	6.0%	900	6.0%	182,000
ESM Management Labour	10,734	3.0%	6,734	3.0%	10,734	3.0%	10,734	3.0%	10,734	3.0%	10,734	3.0%	10,734	3.0%	80,000
Security	2,240	2.0%	2,240	2.0%	2,240	2.0%	2,240	2.0%	2,240	2.0%	2,240	2.0%	2,240	2.0%	28,000
Star/Day	3,000	1.0%	3,000	1.0%	3,000	1.0%	3,000	1.0%	3,000	1.0%	3,000	1.0%	3,000	1.0%	34,000
Staff Health	3,100	1.0%	3,100	1.0%	3,100	1.0%	3,100	1.0%	3,100	1.0%	3,100	1.0%	3,100	1.0%	45,450
Staff Health	53,501	84.0%	53,501	84.0%	-	84.0%	-	84.0%	-	84.0%	-	84.0%	-	84.0%	702,801
	1	82,995	82,995	54,995	82,995	54,995	82,995	54,995	82,995	82,995	82,995	54,995	82,995	1,050,000	
TOTAL COST OF SALES															
	1	356,415	356,415	356,415	356,415	356,415	356,415	356,415	356,415	356,415	356,415	356,415	356,415	4,500,000	
UNOBSERVABLE															
	1	54,995	54,995	54,995	54,995	54,995	54,995	54,995	54,995	54,995	54,995	54,995	54,995	745,000	
OPERATION															
Staff/Phone	250	0.2%	250	0.2%	250	0.2%	250	0.2%	250	0.2%	250	0.2%	250	0.2%	3,200
Glennville	250	0.2%	250	0.2%	250	0.2%	250	0.2%	250	0.2%	250	0.2%	250	0.2%	3,200
Town & Country - Kitchen	250	0.2%	250	0.2%	250	0.2%	250	0.2%	250	0.2%	250	0.2%	250	0.2%	3,200
Food Products	2,240	1.0%	2,240	1.0%	2,240	1.0%	2,240	1.0%	2,240	1.0%	2,240	1.0%	2,240	1.0%	28,000
Liquor	3,900	1.0%	3,900	1.0%	3,900	1.0%	3,900	1.0%	3,900	1.0%	3,900	1.0%	3,900	1.0%	44,420
Discretionary/Contingency	960	1.0%	960	1.0%	960	1.0%	960	1.0%	960	1.0%	960	1.0%	960	1.0%	12,200
Waste Removal	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	0.00
Auto Expense	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	0.00
Utilities	4,000	4.0%	4,000	4.0%	4,000	4.0%	4,000	4.0%	4,000	4.0%	4,000	4.0%	4,000	4.0%	58,000
Bank/Postal Charges	300	0.2%	300	0.2%	300	0.2%	300	0.2%	300	0.2%	300	0.2%	300	0.2%	3,600
General Insurance	2,240	1.0%	2,240	1.0%	2,240	1.0%	2,240	1.0%	2,240	1.0%	2,240	1.0%	2,240	1.0%	28,000
Equipment Rental	180	0.2%	180	0.2%	180	0.2%	180	0.2%	180	0.2%	180	0.2%	180	0.2%	2,160
Telephone	300	0.2%	300	0.2%	300	0.2%	300	0.2%	300	0.2%	300	0.2%	300	0.2%	3,600
Credit Card Commissions	2,240	1.0%	2,240	1.0%	2,240	1.0%	2,240	1.0%	2,240	1.0%	2,240	1.0%	2,240	1.0%	28,000
POS Supplies	150	0.2%	150	0.2%	150	0.2%	150	0.2%	150	0.2%	150	0.2%	150	0.2%	1,800
Office Supplies	150	0.2%	150	0.2%	150	0.2%	150	0.2%	150	0.2%	150	0.2%	150	0.2%	1,800
	1	10,984	10,984	10,984	10,984	10,984	10,984	10,984	10,984	10,984	10,984	10,984	10,984	140,000	
PROMOTION															
Advertising/Promotion	1,500	1.2%	2,280	1.8%	1,800	1.5%	1,200	1.0%	2,280	1.8%	2,280	1.8%	1,500	1.2%	26,000
Gifts	500	0.4%	500	0.4%	500	0.4%	500	0.4%	500	0.4%	500	0.4%	500	0.4%	6,000
Special Promos	500	0.4%	500	0.4%	500	0.4%	500	0.4%	500	0.4%	500	0.4%	500	0.4%	6,000
Advertising	6,540	4.0%	7,040	3.1%	6,450	4.2%	6,440	4.2%	6,440	4.2%	6,440	4.2%	6,440	4.2%	88,800
	1	9,040	9,820	8,250	8,240	8,240	8,240	8,240	8,240	8,240	8,240	8,240	8,240	106,800	
REPAIRS & MAINTENANCE															
Monthly Night Cleaning	700	0.4%	700	0.4%	700	0.4%	700	0.4%	700	0.4%	700	0.4%	700	0.4%	8,400
Equipment Repairs	1,000	0.4%	1,000	0.4%	1,000	0.4%	1,000	0.4%	1,000	0.4%	1,000	0.4%	1,000	0.4%	12,000
Building Repairs	1,000	0.4%	1,000	0.4%	1,000	0.4%	1,000	0.4%	1,000	0.4%	1,000	0.4%	1,000	0.4%	12,000
Security	3,200	0.8%	3,200	0.8%	3,200	0.8%	3,200	0.8%	3,200	0.8%	3,200	0.8%	3,200	0.8%	38,400
	1	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	84,800	
FIXED EXPENSES															
Rent	5,960	0.5%	5,960	0.5%	5,960	0.5%	5,960	0.5%	5,960	0.5%	5,960	0.5%	5,960	0.5%	71,520
Realty Fee	700	0.2%	700	0.2%	700	0.2%	700	0.2%	700	0.2%	700	0.2%	700	0.2%	8,400
Insurance	300	0.2%	300	0.2%	300	0.2%	300	0.2%	300	0.2%	300	0.2%	300	0.2%	3,600
Interest	477	0.4%	477	0.4%	477	0.4%	477	0.4%	477	0.4%	477	0.4%	477	0.4%	5,724
Professional Fees	1,440	0.4%	1,440	0.4%	1,440	0.4%	1,440	0.4%	1,440	0.4%	1,440	0.4%	1,440	0.4%	17,280
	1	8,877	8,877	8,877	8,877	8,877	8,877	8,877	8,877	8,877	8,877	8,877	8,877	107,524	
NET INCOME															
	1	14,336	14,336	14,336	14,336	14,336	14,336	14,336	14,336	14,336	14,336	14,336	14,336	176,000	

Fiscal year started with negative balance of **-\$500K**

3. INTERIM DIRECTOR'S REMARKS: 2017-18 Budget

School of Computer Science



IMPROVE LIFE.

Weekly Salary: Period Ending Date:	\$40,000 20-Nov-16	\$47,500 27-Dec-16	\$57,500 24-Jan-17	\$38,750 21-Feb-17	\$40,000 20-Mar-17	\$41,250 16-Apr-17	\$43,750 16-May-17	\$41,750 15-Jun-17	\$43,750 15-Jul-17	\$44,750 8-Aug-17	\$43,750 5-Sep-17	\$40,000 2-Oct-17	\$40,000 31-Oct-17	Total	
	1	2	3	4	5	6	7	8	9	10	11	12	13		
REVENUE SALES															
Rent	11,250	12.0%	19,500	12.0%	19,500	12.0%	11,650	12.0%	19,250	12.0%	19,500	12.0%	11,650	12.0%	194,000
Non-Alcoholic Bev.	4,000	2.0%	4,750	2.0%	3,750	2.0%	4,000	2.0%	4,250	2.0%	4,250	2.0%	4,000	2.0%	54,275
Liquor	5,000	4.0%	5,000	4.0%	6,750	4.0%	5,000	4.0%	5,000	4.0%	5,000	4.0%	5,000	4.0%	72,875
Wine	24,000	9.0%	24,000	9.0%	22,500	9.0%	24,000	9.0%	24,000	9.0%	24,000	9.0%	24,000	9.0%	324,250
Bottle Serv.	2,400	1.0%	2,875	1.0%	2,250	1.0%	2,400	1.0%	2,425	1.0%	2,425	1.0%	2,400	1.0%	32,325
Drift Beer	1,200	4.0%	1,500	4.0%	6,750	4.0%	1,200	4.0%	7,875	4.0%	7,875	4.0%	1,200	4.0%	97,875
Other Income	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	0.00
	\$ 160,000	100.0%	\$ 190,000	100.0%	\$ 155,000	100.0%	\$ 165,000	100.0%	\$ 175,000	100.0%	\$ 175,000	100.0%	\$ 160,000	100.0%	\$ 1,275,000
PROFIT COST															
Rent	38,016	93.0%	45,544	93.0%	35,640	93.0%	39,254	93.0%	41,580	93.0%	41,580	93.0%	39,254	93.0%	576,780
Non-Alcoholic Bev.	960	24.0%	1,160	24.0%	900	24.0%	960	24.0%	1,000	24.0%	1,000	24.0%	960	24.0%	12,200
Liquor	1,368	34.0%	1,625	34.0%	1,283	34.0%	1,368	34.0%	1,406	34.0%	1,406	34.0%	1,368	34.0%	18,536
Wine	6,880	29.0%	16,160	29.0%	8,325	29.0%	6,880	29.0%	9,750	29.0%	9,750	29.0%	6,880	29.0%	125,300
Bottle Serv.	720	3.0%	860	3.0%	675	3.0%	720	3.0%	768	3.0%	768	3.0%	720	3.0%	9,568
Drift Beer	2,160	60.0%	2,584	60.0%	2,025	60.0%	2,160	60.0%	2,363	60.0%	2,363	60.0%	2,160	60.0%	29,263
Other Income	32,808	84.0%	43,894	84.0%	46,848	84.0%	35,916	84.0%	42,909	84.0%	42,909	84.0%	32,808	84.0%	568,287
	\$ 82,804	51.8%	\$ 104,814	55.1%	\$ 88,648	56.8%	\$ 94,916	57.5%	\$ 103,997	59.4%	\$ 103,997	59.4%	\$ 82,804	51.8%	\$ 658,287
WAGES															
ESM Management Labour	6,850	4.0%	6,850	4.0%	-	4.0%	-	4.0%	-	4.0%	-	4.0%	-	4.0%	85,000
ESM Labour	11,600	6.0%	11,600	6.0%	900	6.0%	900	6.0%	900	6.0%	900	6.0%	900	6.0%	182,000
ESM Management Labour	10,734	3.0%	6,734	3.0%	10,734	3.0%	10,734	3.0%	10,734	3.0%	10,734	3.0%	10,734	3.0%	80,000
Security	2,240	2.0%	2,240	2.0%	2,240	2.0%	2,240	2.0%	2,240	2.0%	2,240	2.0%	2,240	2.0%	28,000
Star/Day	3,000	1.0%	3,000	1.0%	3,000	1.0%	3,000	1.0%	3,000	1.0%	3,000	1.0%	3,000	1.0%	34,000
Staff Health	3,100	1.0%	3,100	1.0%	3,100	1.0%	3,100	1.0%	3,100	1.0%	3,100	1.0%	3,100	1.0%	45,450
Staff Health	53,501	84.0%	53,501	84.0%	-	84.0%	-	84.0%	-	84.0%	-	84.0%	-	84.0%	702,801
	\$ 94,985	58.6%	\$ 94,985	58.6%	\$ 46,848	56.8%	\$ 37,916	57.5%	\$ 42,909	59.4%	\$ 42,909	59.4%	\$ 32,804	51.8%	\$ 568,287
TOTAL COST OF SALES	\$ 356,415	84.0%	\$ 376,415	84.0%	\$ 376,415	84.0%	\$ 376,415	84.0%	\$ 376,415	84.0%	\$ 376,415	84.0%	\$ 356,415	84.0%	\$ 2,843,287
GROSS MARGIN	\$ 54,985	34.6%	\$ 85,186	44.9%	\$ 66,352	43.2%	\$ 70,084	42.5%	\$ 71,003	40.6%	\$ 71,003	40.6%	\$ 54,985	34.6%	\$ 658,287
OPERATION															
Location	250	0.2%	250	0.2%	250	0.2%	250	0.2%	250	0.2%	250	0.2%	250	0.2%	3,200
ESM Labour	250	0.2%	250	0.2%	250	0.2%	250	0.2%	250	0.2%	250	0.2%	250	0.2%	3,200
Tools & Supplies - Kitchen	500	0.4%	500	0.4%	500	0.4%	500	0.4%	500	0.4%	500	0.4%	500	0.4%	6,400
Power Production	2,240	1.7%	2,240	1.7%	2,240	1.7%	2,240	1.7%	2,240	1.7%	2,240	1.7%	2,240	1.7%	28,000
ESM Labour	3,000	2.4%	3,000	2.4%	3,000	2.4%	3,000	2.4%	3,000	2.4%	3,000	2.4%	3,000	2.4%	34,000
ESM Labour	3,100	2.4%	3,100	2.4%	3,100	2.4%	3,100	2.4%	3,100	2.4%	3,100	2.4%	3,100	2.4%	45,450
ESM Labour	53,501	42.8%	53,501	42.8%	53,501	42.8%	53,501	42.8%	53,501	42.8%	53,501	42.8%	53,501	42.8%	702,801
ESM Labour	4,500	3.6%	4,500	3.6%	4,500	3.6%	4,500	3.6%	4,500	3.6%	4,500	3.6%	4,500	3.6%	56,800
ESM Labour	500	0.4%	500	0.4%	500	0.4%	500	0.4%	500	0.4%	500	0.4%	500	0.4%	6,400
General Cleaning	1,100	0.9%	1,100	0.9%	1,100	0.9%	1,100	0.9%	1,100	0.9%	1,100	0.9%	1,100	0.9%	13,920
ESM Labour	250	0.2%	250	0.2%	250	0.2%	250	0.2%	250	0.2%	250	0.2%	250	0.2%	3,200
ESM Labour	3,000	2.4%	3,000	2.4%	3,000	2.4%	3,000	2.4%	3,000	2.4%	3,000	2.4%	3,000	2.4%	34,000
ESM Labour	3,100	2.4%	3,100	2.4%	3,100	2.4%	3,100	2.4%	3,100	2.4%	3,100	2.4%	3,100	2.4%	45,450
ESM Labour	53,501	42.8%	53,501	42.8%	53,501	42.8%	53,501	42.8%	53,501	42.8%	53,501	42.8%	53,501	42.8%	702,801
ESM Labour	4,500	3.6%	4,500	3.6%	4,500	3.6%	4,500	3.6%	4,500	3.6%	4,500	3.6%	4,500	3.6%	56,800
ESM Labour	500	0.4%	500	0.4%	500	0.4%	500	0.4%	500	0.4%	500	0.4%	500	0.4%	6,400
ESM Labour	1,100	0.9%	1,100	0.9%	1,100	0.9%	1,100	0.9%	1,100	0.9%	1,100	0.9%	1,100	0.9%	13,920
ESM Labour	250	0.2%	250	0.2%	250	0.2%	250	0.2%	250	0.2%	250	0.2%	250	0.2%	3,200
ESM Labour	3,000	2.4%	3,000	2.4%	3,000	2.4%	3,000	2.4%	3,000	2.4%	3,000	2.4%	3,000	2.4%	34,000
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ESM Labour	1,100	0.9%	1,100	0.9%	1,100	0.9%	1,100	0.9%	1,100	0.9%	1,100	0.9%	1,100	0.9%	13,920
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ESM Labour	1,100	0.9%	1,100	0.9%	1,100	0.9%	1,100	0.9%	1,100	0.9%	1,100	0.9%	1,100	0.9%	13,920
ESM Labour	250	0.2%	250	0.2%	250	0.2%	250	0.2%	250	0.2%	250	0.2%	250	0.2%	3,200
ESM Labour	3,000	2.4%</													

3. INTERIM DIRECTOR'S REMARKS: 2017-18 Budget

\$220K to be made through DE courses

→ balance is **-\$19K**

\$710K for all additional staff (SLs, TAs, clerk, etc.)

→ balance is **-\$74K**

\$20K for travel/hospitality

→ balance is **-\$49K**

\$198K for hardware, software, supplies, phone, etc.

→ balance is **-\$5K**

3. INTERIM DIRECTOR'S REMARKS: 2018-19 Budget

Making money:

- ☐ CIS*1000 DE
 - ☐ CIS*1200 DE
 - ☐ CIS*1050 DE
- } merge*
create

Saving money:

- ☐ TAs *minimize*
- ☐ ~~GSA Academic Integrity Officer~~
- ☐ ~~Office Clerk~~
- ☐ ~~Social Media Communications Intern~~
- ☐ Undergraduate Recruitment and Outreach
- ☐ ~~SOCIS (CS Games, CUSEC, CAN CWIC)~~
- ☐ ~~SoCS Festive Celebration (Dec)~~

*get rid of
Go Code Girl*

3. INTERIM DIRECTOR'S REMARKS: CIS*1200 DE

- ☐ 370 students in CIS*1200 DE in W17 and >\$10K profit
- ☐ 250 students in CIS*1200 DE in W18 and >\$0 profit
 - ➔ CIS*1200 DE will be offered in W19

3. INTERIM DIRECTOR'S REMARKS: Reynolds

- \$270K over budget for renovations
- ➔ \$270K less for furniture (40% cut)

Issue being discussed with Dean, PR, etc.

3. INTERIM DIRECTOR'S REMARKS: Thornbrough

Renovation of THRN 2418 expected to start in May and end in June.

3. INTERIM DIRECTOR'S REMARKS: Guaranteed GTAs

Starting May 1st

- ☐ Guaranteed GTA funding no longer automatic
- ☐ Prospective graduate students will have to apply
- ☐ Up to 2 GTAs per year for 3 years for domestic PhD's
- ☐ Up to 1 GTA per year for 2 (MSc) or 3 (PhD) years otherwise

4. ACADEMIC STAFF HIRING COMMITTEE

TA allocation process

- ▶ AHW asked to be chair of Academic Staff Hiring committee for W18 hiring round (*i.e.*; in November)
- ▶ landscape as of W18:
 - ▶ we are required to provide jobs for all of the grad students at “1” for their “level of consideration”
 - ▶ there were 42 of these for W18, out of only 57.5 TA positions: 74.8% of all TA positions
 - ▶ only information gathered during application process may be used for selection (due to CUPE agreement + labour law)
 - ▶ all of our students (but especially graduates) have difficulty writing good applications:
 - ▶ not responding to the advertisement text
 - ▶ not characterizing level of skill
 - ▶ likely unfamiliar with job application process
 - ▶ ∴ poor information for allocation
 - ▶ some people have expressed dissatisfaction with GTAs

What is being done?

In order to get better information from applicants, these things are being done:

- ▶ job descriptions are being updated to include these questions:
 - ▶ “Have you been a TA for this course before?”
 - ▶ “Have you been a TA for any computer science courses before?”
 - ▶ “How do you rate your expertise on the material in this course?”
 - ▶ “Does this assessment based on more than the calendar description?”
- ▶ a sample application has been created, outlining the types of responses we want to see for job posting questions:
 - ▶ an answer to the question, with familiarity ranked from low through high
 - ▶ a statement supporting the self assessment

What is being done?

Further, at grad admission time, prospective students are asked for the following:

- ▶ identify at least four courses that they have familiarity with
 - ▶ (two in fall, two in winter)
- ▶ for each course:
 - ▶ rank their skills on each job posting description item
 - ▶ provide an explanatory statement
- ▶ this will allow us to understand at admission time if this student can support a GTA

What is still to do?

Training:

- ▶ graduate students don't have familiarity with our program:
 - ▶ need job training
 - ▶ need feedback and mentoring
- ▶ very, very few students know how to write an application
 - ▶ sample application has helped already for summer applicants
 - ▶ 13 (4 GTA + 9 UTA) of 44 applicants provided good info for summer
 - ▶ more materials available for fall
 - ▶ will run a session for student applicants in midsummer

What does the committee need from you?

- ▶ please tell your students about this information
- ▶ currently students seem very confused.
e.g., for the summer session:
 - ▶ 5 grad students applied to UTA jobs — for which they are ineligible
 - ▶ 4 grad students “applied” for GTA but provided no information relevant to the job application. In one case, a 7 page document was sent, with no relevant information
 - ▶ note that posting include straightforward items such as “must know Python” – so these are a very poor applications
- ▶ with your TAs, please go over course requirements, and background/training that they will need, at the beginning of the term
- ▶ please evaluate your TAs – they need feedback on their performance, and so do we!