

**School of Computer Science
Council Meeting Minutes
Tuesday, September 25th, 2018
1:00-2:30pm, REYN 1101**

Present – Faculty: L. Antonie, D. Calvert, D. Chiu, R. Dara, A. Dehghantanha, D. Flatla, G. Grewal, A. Hamilton-Wright, H. Khan, S. Kremer, J. McCuaig, P. Matsakis, D. Nikitenko, B. Nonnecke, C. Obimbo, J. Sawada, S. Scott, F. Song, F. Wang, M. Wirth, Y. Xiang (Interim Director);

Staff: O. Adesina, D. Byart, K. Gardiner (recording secretary), C. Hosker, J. Hughes, G. Klotz, D. Rea;

Student Representatives: J. Fraser, F. Hasson

Regrets –

Faculty: R. Chaturvedi, D. Gillis, X. Li, D. Stacey, M. Wineberg

Staff: K. Johnston, L. Zweep

1. Approval of Agenda for September 25, 2018

Motion: That the agenda for September 25 be approved
(A. Hamilton-Wright/P. Matsakis)

In Favour: All. Abstentions: None. **MOTION PASSED**

2. Approval of Minutes from July 26, 2018

Motion: That the minutes from July 26, 2018 be approved
(A. Hamilton-Wright/P. Matsakis)

In Favour: All. Abstentions: None. **MOTION PASSED**

3. Interim Director's Remarks – Yang

Staffing Changes

Since the last meeting, there have been lots of changes in human resources. Farewell Office Clerk S. Mousseau who was thanked for all of her hard work and support.

Welcome to A. Dehghantanha, H. Khan (Cyber Security Master Program), O. Adesina (Instructional Support Coordinator), and K. Gardiner (Administrative Support Clerk).

Renovations and Moving

We have finally moved into the new Reynolds building. It was acknowledged that renovation construction is yet to be completed and things are still not up and running perfectly, as problems must be detected, communicated to contractors to get fixed, and the repairment be verified.

It was asked that faculty and staff continue to be patient with these temporary problems. Staff contributions were mentioned for helping out and working very hard during this time, dealing first hand with many issues beyond their regular duties and spending many hours outside of their regular work week. These efforts are recognized and appreciated.

[F18 Confirmed Enrollment](#)

Final enrolment count is 236. Fall 2017 enrolment was 262. Broken down details are available on Appendix A, slide 2.

C. Obimbo asked for an explanation of the student/staff ratio. Y. Xiang have collected two relevant numbers. One is based on all students registered in CS classes and the other is all major students registered in CS classes. The ratio can be calculated directly from the second number, which is 37.9.

[Cyber Security Faculty Interview](#)

Last week two interviews were held for candidates. Many faculty members participated in this process with formal interviews, presentations, etc. Interviews with Mohammad Mannan and Xiodong Lin went smoothly. It was asked that faculty provide comments and feedback by Monday October 1, as the faculty search committee will meet that week.

[1000AIM Initiative](#)

The Ontario government will provide \$30 million through Vector to graduate 1000AI Masters by 2023. There was briefing on September 4 and we should hear very soon from Vector whether the UofG proposal is approved.

[Final Review of T&P Guidelines](#)

SoCS has been working on a new T&P Guidelines document, with several rounds of internal revision and external feedback from UGFA and CEPS. P. Matsakis has volunteered to coordinate the remaining revision. SoCS T&P Committee has appointed P. Matsakis as the Invited Guest Member. The mandate of the membership is to: "Coordinate the remaining revision of new T&P Guideline document to its final approval, which involves consultation with the Dean, CEPS T&P Committee, SoCS T&P Committee and SoCS Council."

[Term of Interim Director](#)

The official status of the interim Director is September 1, 2018 – December 31, 2018. Y. Xiang noted that he will do his best to fulfill his responsibilities and appreciates the

support and cooperation from faculty and staff this past month or so and especially P. Matsakis for his help with the transition.

The new director officially starts May 2019. It was previously an unofficial expectation that the new director would start in January 2019. However, it was confirmed in last week that this start date will not be sooner than May 2019. This means there will be a gap of time with no director for the department. Y. Xiang has expressed to the Dean his hope for the new director to start in January. He also stated he is willing to stay on if needed. The decision which is that of the Dean's is pending.

4. Physical Space Committee – Michael

Space

A thank to all staff for helping orchestrate the move back into Reynolds.

A number of meeting spaces in Reynolds: 2224, 3324, 1103. 2224 and 3324 are available for booking in Outlook. 1103 is not ready yet, but please book 2224/3324 first, as 1103 is a priority booking for interview etc. 1101 will eventually also be available for bookings, however be aware that it is for large groups, and any bookings can be bumped by school requirements (meetings, grad lectures).

Basement lab space is not ready yet but looking good. Hopefully by end of October it will be ready and open up two more seminar rooms, a large lab and a TA/open area space. Bottom floor is mainly for undergrad students which will hopefully bring them back into the building.

There is a lounge for staff/faculty only (main floor) and one for graduate students (second floor). The staff and faculty lounge has a multitude of appliances (coffee machines, toaster oven), and will only be for staff and faculty use. The grad student lounge has a refrigerator, microwave and kettle. It is everyone's responsibility to keep their respective lounges clean.

Grad pods have a capacity of 50. Each student will be assigned a numbered desk, hopefully soon once student cards are activated. Access to these desks will be based on the length of program and a "use it or lose it" policy will be in place due to the finite amount of space in the building. They will have access to the third-floor printer so long as it is not abused. If faculty have grad students, it is their responsibility to ensure the students are aware of the rules. Grad pods are to be kept clean and tidy and no hot food in the room (they can use the grad lounge for this).

I-class ID cards are required to access the building. I-class is indicated on the top right corner on the back of the card in blue writing. At this time access is only working on one door. It is unclear when access will be completed and Physical Resources has been told the unexpected loss of access is unacceptable.

C. Hosker indicated that she confirmed with D. Rea that West entrance to the building is the only one accessible before 8:15 and after 4:30. D. Rea indicated this should be ratified by end of week.

Please do not ask for building updates unless you are reporting a defect to Cathie or Dana. The issues around AV and whiteboards in 1101 are being worked on. Lab technical issues with no-machine and some user accounts also in progress. They will be updating the stairwell eventually as well.

D. Flatla asked if there was a formal ticket system for reporting building defects. It was clarified that e-mailing Cathie was fine, no formal system.

[Scheduling](#)

Winter 2019 schedule will be posted on Webadvisor October 22. At this time M. Wirth does not have any information about what the schedule looks like.

Please do not change rooms or unless someone has been notified as this affects course outlines. Please do not change times, this is imperative. Changes must be approved by three people including the dean. Once a student enrolls in a class that class is set in stone.

5. Cybersecurity Program Discussion Group – Joe

[Information Resources for Grad Programs](#)

See attached slides (Appendix B) for links to Information Resources for Grad Programs.

A big reminder to submit progress reports for S18. In future, these will be due within first two weeks of the current semester, rather than first four.

[Grad Number Trends](#)

Grad number trends were reviewed. 12 new Masters students and 2 new PHD students. Two students are on a LOA and there is one old PHD left to defend in F18 (extended due to D. Stacey's sabbatical). Full chart of grad number trends available in Appendix B, slide 3.

Cyber Security Update

H. Khan and A. Dehghantanha were welcomed. The proposal for the development of an MSc in Cybersecurity and Threat Intelligence had been in a draft state prior to their arrival, now “their fingerprints are all over it”.

There have been significant improvements since the last proposal in the curriculum development aspect of the proposal. Invaluable support from OpenEd (Educational Development), Dale Lackeyram, Tommy Mayberry and Nadia Timperio (Curriculum Manager) were recognized. Massive efforts by A. Dehghantanha, H. Khan, R. Dara, C. Ombimbo and Dave Whittle (CCS) were also recognized.

One change with respect to the delivery of the program was pointed out. Previously one core course was planned to be cross-listed with current undergrad course. Now all four courses will be standalone grad courses. This may require 1 more teaching task, depending on how the graduate director decides to roll out the program. It is possible that one of the undergraduate electives (i.e. R. Chaturvedi’s privacy course) could be open to all master’s students, as it does not require use of a lab.

M. Wirth asked if it was both courses previously discussed as being cross listed were no longer able to be (Cyber Security and Cryptography), or just the Cyber Security, which is a core course. S. Scott asked how it would affect an undergraduate student who has taken both courses and then pursues a Masters. J. Sawada was unsure as some details are still being ironed out whether or not these could count towards a Masters.

Y. Xiang asked for a rationale of the title of the program “Cyber Security and Threat Intelligence”. A. Dehghantanha explained that it was voted upon based on available resources and represents a broader spectrum. Unofficial discussions said that this title would open more opportunities for cross listing courses etc. Additionally, it was pointed out that Threat Intelligence is the fast growing field in cyber security. It was also confirmed that the term “threat intelligence” is a standard term in cyber security and that everyone in the field is familiar with that specific term.

Cyber Security Timeline

There is one more meeting regarding the Cyber Security program. A final draft of the proposal will be circulated for Faculty Comment on October 1. It is asked that feedback be provided by October 4. Additional dates for Cyber Security timeline available on Appendix B, slide 5.

SOCIS representative F. Hasson was asked to provide letter of support of the program on behalf of SOCIS. J. Sawada will discuss and arrange after the meeting.

6. Academic Staff Hiring Committee – Andrew

TA Hiring Process

It was emphasized that people know there is a timetable being followed for the TA hiring process for F18 which will be also be followed for W18. Timetable available on Appendix C, slide 3.

If faculty wish for their TAs to have certain skills or qualifications, required and preferred qualifications for TA candidates must be provided ahead of time so they can be included on the job postings. These may be freeform questions. It was indicated that faculty have more freedom in determining TA qualifications than previously thought in the past. For example, if a faculty wishes for their TA to have taken their course with a certain average, that is an acceptable qualification. A. Hamilton-Wright advised to keep in mind that the more stringent the qualifications, the smaller the hiring pool will be. Please make A. Hamilton-Wright aware of there are certain TA qualifications that are more highly valued than others so they can be taken into consideration during hiring process.

TA selection and assessment guidelines are directly from collective agreement. A rubric must be established prior to the evaluation process starting. This rubric may be changed up to 2 months prior to evaluations of TAs. It is also recommended that everything be documented and recorded (written down) to eliminate any possible disputes.

An issue was addressed of students applying for TA positions but also taking external full-time jobs. It was determined when a letter of offer is sent, it would be clearly explained that this is a “real job” and the applicant will be required to fulfill the position’s requirements.

It was noted that if TAs are not evaluated, it is assumed by the University that “everything is fine”. It was acknowledged that many faculty are not comfortable with completing a formal assessment. A. Hamilton-Wright explained that the form provided by the University is not mandatory and that SOCS faculty are welcome to create a form that is better suited to the department’s needs, so long as it is applied equally to all TA’s across the department. The purpose of evaluation is to express if a TA is doing something unsatisfactory and provide them an opportunity to improve. Additionally, performance feedback needs to be provided at the end of the term, not afterwards. It does not need to be a complicated process as the University only requests that all TAs are evaluated at least once during their time of work.

J. Sawada expressed an opposition to the evaluation of TAs as it does not benefit the TAs. He would like to see the time spent on evaluating TAs at the end of the semester

dedicated instead to TA training at the beginning of the semester, say 4-5 hours out of their 140. A. Hamilton-Wright replied that while he was not opposed to J. Sawada's suggestion, however the evaluations are still valuable because if a faculty receives a TA that is unsatisfactory, the evaluation is the only way to ensure they don't receive that TA again. A. Hamilton-Wright also pointed out that training cannot be completed without feedback and reiterated that the process need not be cumbersome. He suggested that faculty offer their TAs ongoing suggestions if they want to see improvement, rather than do an "11th hour" evaluation. The university expects some feedback but it can be formal or unformal. Does not have to be 'heavy weight process', but it provides room for everyone to share what is working and what isn't.

J. McQuaig pointed out that there is value to even a semi-formal evaluation as it provides TAs with a record of their work, beneficial to applying for jobs etc.

SOCIS President F. Hasson asked if students had an opportunity to evaluate their own TAs, as this is something not currently available. A. Hamilton-Wright replied that we are not limited to what we can do for evaluations. The University states in regards to evaluations of TAs by students only that they cannot be relied upon for future hiring.

It was asked if the number of TAs each professor receives should be decided earlier. A. Hamilton-Wright replied that his slides were presented from the perspective of the committee and the decision of the number of TAs is determined by the Director, not the committee. This decision takes place in week 10 during hiring (we are currently in week 3) although an estimate could happen sooner. Estimates ebb and flow over the course of the semester due to changes in enrolment etc. The number of TAs is decided by several factors including the number of assignments, labs, students etc. The weight of the TA workload is also determined by enrolment numbers.

Qualifications will be sent out shortly, if you have any feedback please let A. Hamilton-Wright know but keep in mind we already have quite a few qualifications (up to 27) for some, so please do not add too many more.

7. Any Other Business

No other business.

Meeting adjourned 2:09pm