

**School of Computer Science
Council Meeting Minutes
Tuesday, May 29st, 2018
1:00 – 2:30PM, MCKN 313**

Present – Faculty: L. Antonie, D. Calvert, R. Chaturvedi, D. Chiu, R. Dara, D. Flatla, D. Gillis, G. Grewal, P. Matsakis (Interim Director), J. McCuaig, D. Nikitenko, C. Obimbo, F. Song, F. Wang, M. Wineberg, M. Wirth, Y. Xiang; **Staff:** D. Byart, C. Hosker, J. Hughes, K. Johnston, G. Klotz, S. Mousseau (Recording Secretary), D. Rea, L. Zweep; **Student Representatives:** J. Fraser

Regrets – Faculty: A. Hamilton-Wright, S. Kremer, X. Li, B. Nonnecke, J. Sawada, S. Scott, D. Stacey; **Student Representatives:** F. Hasson

Special Guests – Mary Wells, Dean of CEPS, and Mark Torcoletti, Manager of Finance and Administration at CEPS, came to discuss budget models and CEPS budget.

1. Approval of Agenda

Motion: That the agenda be approved (D. Gillis/J. McCuaig)
In Favour: All. Abstentions: None. **MOTION PASSED**

2. Approval of Minutes from Apr 17, 2108

Tabled to the next Council meeting so that more people can review the minutes.

3. Approval of Minutes from May 1, 2108

Tabled to the next Council meeting so that more people can review the minutes.

4. Interim Director's Remarks – Pascal

Summer Hours

The next meetings should take place on June 12 and June 26. It is expected that there will be no meetings in July as last year it was quite difficult to schedule them so that we had quorum.

P. Matsakis will be on vacation in August, and G. Grewal will be the Deputy Director (G. Grewal has agreed; P. Matsakis needs to confirm the appointment with the Dean).

Director Search

The Director Search Committee is meeting tomorrow. The new Director will likely not start in September so there will likely be a new Interim Director for four to twelve months in 2018/19.

MSc in Cybersecurity

While there have been concerns about the arrival of A. Dehghantanha, it does still appear that he is coming as planned. He has been making plans to move and discussing purchasing a house, as well as beginning his NSERC application. He is due to start August 1st, but will likely arrive sooner.

Hassan Khan will be starting on September 1st. He is a two-year CL, but our hope is that the position will be converted to tenure track in two years.

There is a third appointment approved by the Provost a few weeks ago. This person will be an expert in Cybersecurity, but there will be no restrictions in the contract stipulating that they will focus solely on the Cybersecurity program (i.e., they will be expected to teach undergraduate courses, etc.). An email has been sent out for nominations for the Search Committee for this position.

F18 Sessional Positions

Sessional positions have been posted and we have filled CIS*1000 and CIS*1200. However, there are very few candidates for CIS*2030, CIS*2460, CIS*3260, and CIS*3750. We have reached out to Engineering, Math & Stats, and multiple Universities to help with the search.

F18 Midterm Exams

As mentioned in a previous meeting, if there are multiple sections for a course, there are two different ways of providing midterms: the instructor can create slightly different midterms and have them during lecture times, or a room can be booked for a joint midterm before registration starts (in which case, the midterm will likely be in the evening). If you would like to book a room, please contact M. Wirth ASAP with the date and course code and he will see what he can do.

Renovations

THRN 2418 renovations should start soon. They are waiting on some metal frames and once those arrive, they can get started. The REYN completion date has now been delayed. There was a substantial completion date that was July 11th and this has been pushed to August 7th. This means that we will not be in the building before the end of August. Physical Resources has said that they are doing everything they can and insists that it will be fine. September 8th is the beginning of the Fall semester. M. Wirth has pointed out that we do have graduate labs scheduled in REYN for F18. Meanwhile, C. Hosker has asked PR if we can keep the spaces in VMI, MCLN, and MCKN until end of F18 just in case. In addition, there is no more news about the REYN furniture budget.

2018-19 Budget

In 2017-18, SOCIS has received over \$10K from SoCS. However, with the current budget, SOCIS will not receive any funds from SoCS in 2018-19. P. Matsakis suggested that SOCIS should meet with the Dean and request funding. L. Zweep mentioned that the President of SOCIS, F. Hasson, is currently in Ottawa working, but is going to try and find a day this summer to talk to the Dean.

The budget cuts required for 2018-19 also include the budget for Undergraduate Recruitment and Outreach: expenses need to be cut in half and reduced to \$11K; this is not enough to support things like Go Code Girl. The additional staff budget of \$710K was overspent last year and expenses need to be cut by 15%; this means cutting the TA expenses by at least 10%, cutting the GSA Academic Integrity Officer position, the Social Media Communications Intern position, and the Officer Clerk position.

However, M. Wells and M. Torcoletti recognize that the SoCS budget is too small for our needs. As a result, the AIO and Office Clerk positions will be covered by CEPS in 2018-19; the hope is that there will be an increment to our budget in 2019-20 that will allow us to pay for permanent positions. It is also very likely that CEPS will pay for the Go Code Girl event in 2018-19. As for the Social Media Communications Intern, CEPS is looking to hire a Communications Officer who would work for all of the units within CEPS.

D. Flatla asked if there was any danger that the Office Clerk position will be partitioned into a half SoCS role and half CEPS role. P. Matsakis replied that the position will be the same as we have now, i.e., a part time position for SoCS only.

The AIO position will actually be replaced by a full time position: the Instructional Support Coordinator (working title) will cover the AI investigations, manage the TAs and manage the labs.

P. Matsakis shared that he believes the Dean is trying to help us and it's not a good idea to be too negative with her even if she needs to know where we came from. She will come to more meetings, as she wants to improve communication and trust.

C. Obimbo mentioned that while the Dean brought up the student to faculty ratio being higher at Regina, they do have four full time lab instructors to help the faculty. P. Matsakis agreed that it would be better to have at least two lab instructors here, but we have just one coming for now and it is a good start.

D. Chiu asked if we could hire someone with Computer Science background for the Instructional Support Coordinator. P. Matsakis stated that this would be the case.

5. Assistant Director's Remarks – Michael

Scheduling

The W19 scheduling is in the system. There are no great changes, except for making the schedule work a bit better for upper year students. There were some requests to avoid classes scheduled at 8:30AM and 9:30AM, but unfortunately this is not possible and would just push them into the evening, which is not popular. CIS*3750 has been added and CIS*3760 will start in F19. The last offering of CIS*4410 in W19 has been canceled (it was supposed to be taught by a sessional lecturer, and the course will be deleted as of W20 due to low enrolment).

Labs are currently slated to run in other facilities, but they will be transitioned over to REYN once those labs are up and running. THRN 2418 will hopefully be up by September because we're scheduling classes in that lab.

Scheduling for 19/20 will be done in an effort to reduce the new course load and make people's lives as easy as possible. However, the new courses are coming into play in 19/20 as the updated curriculum is rolled out.

Teaching Request Form

The new Collective Agreement requires faculty to fill out a "Teaching Request Form." These will be emailed out as a PDF form and you can return them to Cathie via email. They will be attached to your DOE. Please try to do these as quickly as possible.

Strategic Planning

As per D. Gillis, the Alumni, Undergrad and Grad Awards Gala will happen sometime next year.

6. Awards and Scholarships Committee – Michael

Nominations

Nic Durish has been selected as a finalist for the Guelph Chamber of Commerce Young Innovator Award. The gala will be held in June. Nick Bierne has been nominated for the Society of Excellence. Frazer Seymour, Brandon Edwards, and Keefer Rourke have been nominated for the CEPS-SC Leadership Awards. The winners will be announced in the Fall. In addition, L. Zweep has been nominated for the President's Exemplary Staff Award.

Award Winners

Chris Katsaris has won the TA Award. D. Nikitenko has won the SoCS Teaching Award. G. Grewal has won the UGFA CEPS Distinction Professor Award for Excellence in Teaching. Congratulations everyone!

7. Computing Infrastructure Committee – Kyle

Central Logins

D. Rea and K. Johnston are working on getting rid of SoCS passwords so that by September, everyone should be able to login with their University central login ID.

Labs

THRN 3401 will be staying the same, however THRN 2420 will get new thinclients which are much better, less temperamental, and about half the cost. This will make it easier for D. Rea and K. Johnston to manage the labs and connect from the existing server environment. THRN 2420 will be refreshed with 20 new iMacs but will otherwise remain the same.

D. Gillis asked where the current iMacs are going and K. Johnston replied that he is not sure yet, but they are considering options. D. Flatla asked if faculty could get a thinclient as well. K. Johnston replied that extras are being ordered in case people need them.

8. International Programs Committee – Judi

F. Song and J. McCuaig met with a delegation from the Northwest A&F University in China on May 23 to discuss an international scholars program. The Northwest A&F

University already has study abroad agreements in place with other institutions in North America. They were most interested in a program which would encourage more senior level students to come over. They asked about coursework masters, which we currently do not have in place. The group discussed the possibility of having their senior undergraduates complete their fourth year while studying in Canada which, would help students with their English skills and applications to graduate school at Guelph.

F. Song followed up that this is one of the top schools for Computer Science in China and they are funded by the government. They see this agreement as a way to attract more students to come over.

9. Any other business

P. Matsakis reminded everyone that there is a June 1st cut off for F18 SoCS graduate studies applications. It is not a hard deadline, but it is in place for several reasons: it may take several months for international students to receive their study permits, and we want to make sure they are ready to start in September; moreover, we need to start the TA hiring process in mid-June (the postings will be up by mid-June), and we cannot guarantee a GTA in the fall to a student who has applied for graduate studies after Jun 1st.

Meeting adjourned at 2:24PM