

Faculty of Science Coordinating Council Minutes

Thursday, November 2, 2023

2:30-4:00 p.m.

203 Toldo Health Education Centre

Attendance:

Dean's Office	P	Dora Cavallo-Medved	P	Phil Dutton	P	Tricia Carmichael
Biomedical Sciences	P	Andrew Hubberstey	A	Martin Crozier	P	Isabelle Hinch
Chemistry & Biochemistry	P	Drew Marquardt	V	John Trant	P	Angela Awada
Computer Science	R	Imran Ahmad	P	Arunita Jaekel	P	Hossein Fani
Computer Science	V	Shafeen Aziz		N/A		N/A
Economics	P	Sang-Chul Suh	P	Hyuk-Jae Rhee	P	Elizabeth Akujobi
Environment	R	Alice Grgicak-Mannion	P	Chris Weisener	P	Kayla Jakobszen
Forensic Science	R	Shari Forbes		N/A	R	Mckenzie Buchanan
Institute Directors	R	Lisa Porter	P	Mike McKay	R	Roman Maev
Integrative Biology	P	Isabelle Barrette-Ng	V	Stephanie Doucet	P	Samuelle Simard-Provençal
Math & Stats	P	Sudhir Paul	P	Abdo Alfakih	A	Mohammad Babakhani
Physics	P	Steven Rehse	R	Caio Licciardi	P	Nathan Drouillard
Non-voting	V	Olivia Youssef	P	Laura McLean	P	Sharon Rasul
Non-voting	P	Sara Elliott	P	Gemma Grey-Hall	P	Bob Hodge
Non-voting	R	Melissa Robinet	P	Danielle Gyemi	P	Karen Metcalfe
R=Regrets, S=Substitute, G=Guest, V=Virtual						

1. Welcome and approval of Agenda

MOTION: To approve the agenda.

**Paul/Hubberstey
CARRIED**

2. Approval of Minute from October 5, 2023

MOTION: To approve the minutes of October 5, 2023.

**Paul/Barrette-Ng
CARRIED**

3. NUCLEUS Presentation

- Last fall Science organized some open discussions about the need for a collaborative approach to managing research infrastructure in Science. As an outcome of these discussions and with some support from the VPRI, WE-SPARK was able to hire Danielle Gyemi on a 12-month contract to develop NUCLEUS (Network of Core Labs Enabling Solutions).
- Danielle gave a [presentation](#) on the status of NUCLEUS.
- Over the past 6 months WE-SPARK has completed an environmental scan, started developing a database (REDCap), and started pilot testing the database. They are now looking to expand the pilot testing to other research groups on campus.
- The following decision points have been identified:
 - Establish guidelines for the core facilities model at UWindsor.
 - Decide what type of equipment will be included in the database.

- Decide if/how existing lab management systems can interface with NUCLEUS to track equipment metrics and key performance indicators.
- Creation of database management plan.
- Discussed that there are a number of core facilities across campus supported by the VPRI. It would be good to coordinate all core facilities rather than just health facilities.
- Discussed need to invest in dedicated technicians to run the equipment. This process will provide us with the evidence to support our need for technicians.
- Are there ways to streamline multiple service contracts and build efficiencies within the system?
- Next steps:
 - Continue to pilot test the database.
 - Form a NUCLEUS committee.
 - Create a mock NUCLEUS website.
- If anyone is interested in sitting on a steering committee or people from your units that would be well suited, let Dora Cavallo-Medved know.
- If you know any labs that would be good to participate in the pilot, let WE-SPARK know.

4. Approval of Forensic Science Sessional Appointments for Winter 2024

- The Forensic Science Appointments Committee provided recommendations for the Winter 2024 sessional appointments.

MOTION: To appoint Wil Hodgins to FRSC-2007-91 (pending leave of assigned faculty member is extended)

**Dutton/Hubberstey
CARRIED**

MOTION: To appoint Wil Hodgins to FRSC-2101-01.

**Barrette-Ng/Dutton
CARRIED**

MOTION: To appoint Steve Hubley to FRSC-3105-01.

**Hubberstey/Dutton
CARRIED**

MOTION: To appoint Jennifer McLean to FRSC-3217-91.

**Barrette-Ng/Awada
CARRIED**

5. Approval of Math & Stats RTP Criteria for AAS LS

MOTION: To approve the Math and Stats RTP criteria for AAS LS.

**Paul/Dutton
CARRIED**

6. Approval of Math & Stats RTP Criteria for Sessional Lecturer

MOTION: To approve the Math & Stats RTP Criteria for Sessional Lecturer.

**Paul/Awada
CARRIED**

7. Update From the Dean

- Dean's office has many "Science by the Numbers" post cards and "Join us at the Leading Edge of Science" booklets. If you need more, let us know.
- Recruitment:
 - OUF – Oct. 21-22
 - Fall Open House – Oct. 28
 - Parents Night – to be held at the end of November.
- Dean's office is holding a series of new faculty onboarding sessions covering a variety of topics. The first session (Undergraduate Academics) was held in October. The 2nd session (Student Engagement) is scheduled for later this month. If you have new faculty in your units, please encourage them to attend. These are open to any faculty who have joined the Faculty of Science since 2021.
- Thanks to everyone who attended the Fall convocation. There were over 300 grads from Science this fall. Please encourage as many faculty to attend the spring convocation as possible.
- CoPE Grants:
 - Launched by CTL. \$6,000 per grant available for curriculum design. Due Nov. 13, 2023.
 - Last year Dora Cavallo-Medved, Phil Dutton, Isabelle Barrette-Ng, & Clint Jacobs had a successful CoPE grant last year. They are doing an environmental scan across Science related to indigenous content and will identify areas we can improve on.
- Kelly Gosselin will be replacing Patti Lauzon as Acting Director, Alumni Affairs and Donor Communications on November 18, 2023. Kelly was formerly a Senior Development Officer in Business.
- HR is replacing the HRIS system with an Oracle HCM (Human Capital Management) system. They may be reaching out to Department Heads/Directors for feedback.
- The EGAS system will migrate to UWinsite Student. The target date is May 1, 2024. Training and support will be available.

8. Update from Associate Dean, Undergraduate Affairs

- Associate Dean, Undergraduate Affairs office is working through:
 - Registration processing
 - Winter timetable processing
 - Course equivalencies and ADV corrections
 - Change of program applications
 - Student advisory group meetings. Aiming to hold them twice a year.
 - New faculty onboarding
- Recruitment events:
 - OUF
 - Thanks to everyone who attended and participated in the OUF. Science had representatives from almost all areas.
 - Science won the top number of scans of all Faculties.
 - Thanks to Office of Enrolment Management staff for their support and coordination.
 - The fair had 80K attendees over 2 days. There were more than 4000 visits to UWindsor booth and 600 to the Science table.

- Open House
 - There were 2133 registrants for the Open House. 469 listed Science as an area of interest (22%)
 - There were approximately 950 attendees. 197 of attendees listed Science as an area of interest.
 - Attendees were represented from the following areas:
 - Windsor and Essex County (65%)
 - GTA (13%)
 - Remainder of Ontario 20%
 - International (0.01%)
 - If there was incorrect information on the postcards, let Phil Dutton know so that he can connect you with Recruitment to get it fixed. It's very important that Science units carefully fact check all material drafted for us.
- Winter registration will open in mid-November.
- Final exam dates/times are now on UWinsite Student.
- The new Student Perceptions of Teaching (SPT) system is now in place.

9. Update from Acting Associate Dean, Graduate Studies & Research

- Science had 2 Governor General's gold medal recipients at Fall convocation.
- Discovery Grants have been submitted. Deadline was yesterday.
- The Grad Executive and Grad Council meet regularly to discuss a variety of different types of issues.
- Associate Deans have monthly meetings set up with the VPRI. Advisory groups are being formed.
- The VPRI, Dr. Shanthi Johnson, has been invited to our December Council meeting.

10. Update from Associate Dean, Faculty & Student Engagement

- Shadow Days are ongoing (High School students shadow our own students). Our ambassadors did all the tours at open house as well. If you know any High School students interested, let Dora Cavallo-Medved know.
- WinS is still looking for women researchers. Please encourage your faculty, grad students and upper year undergrads to reach out.
- Sci of Relief
 - Organizing mental health and wellness events.
 - Humans of Science featured Dr. Hossein Fani

11. Report from Heads/Directors

- **Biomedical Sciences**
 - Thanks to Biomedical Science Student Association. They worked at open house and spoke at program presentations and the info booth.
 - WE-SPARK is hosting a Health Research Conference on Saturday, November 4, 2023. Many faculty and students will be presenting at the conference. There are over 300 registrants.

- **GLIER**
 - Hosting representatives from Environment Canada, as well as State and Federal agencies for a 2-day event. Expecting over 30 participants.
 - A group from Environment Canada will be visiting to discuss opportunities for Canada related to the Great Lakes Action Plan.
 - Ongoing planning for the Great Lakes Research Conference at Caesars on May 20-24, 2024.
- **Integrative Biology**
 - BCNSA helped at Open House
 - Held a pumpkin carving event for students.
 - Dr. Kahente Horn-Miller has accepted an invitation to speak at UWindsor on February 1 & 2, 2024). Dr. Horn-Miller is the Associate Vice President, Indigenous Teaching, Learning and Research at Carleton University.
- **Physics**
 - 10 students and 4 faculty members participated at the Open House. Thanks to everyone who participated.
- **Economics**
 - Moving through RTP processes.
- **Computer Science**
 - Hosting a programming competition at the end of October. Expecting 75 participants.
 - Hosting High School Programming Competitions in November and December.
 - Dr. Pooya Moradian Zadeh is running an AI seminar for an upcoming High School teacher PD Day (November 17)
 - Demo Day is scheduled for December 8th at the downtown campus.
- **Mathematics & Statistics**
 - Adopting a 7-year statistician plan.
 - Hosting a distinguished speaker from UWaterloo (Statistician Dr. Richard Cook) tomorrow at 3:00. All welcome.
 - Thanks to all who worked at the University Fair.

12. Other Business

- Dean's search proceeding. The advertisement closing date is today. The Search firm has reported that there are a number of applicants who are in an active pool and others that are still involved in discussions with. Hoping to host short listed candidates in January and a recommended candidate presented to Faculty Assembly by February.

13. Adjournment

Barrette-Ng/Hubberstey