**Department Meeting Minutes**

Date: January 27, 2023 (Friday)

Time: 10:00 am – 12:17 noon

Location: CS-300 (in-person)

**Present:** Chang-Hyun Jo (Chair), Sampson Akwafuo, Doina Bein, Ning Chen, James Choi, Bin Cong, Mikhail Gofman, Wenlin Han, Floyd Holiday, Paul Salvador Inventado, Rong Jin, Christopher Ryu, Michael Shafae, Yun Tian, Kevin Wortman, Anand Panangadan

**Guests:** Berhanu Tadesse, Willie Peng, Dhusdee Chandswang, and Jay Lin (from IT)

Minutes by Ning Chen

# 10:00 am: CS and IT conversation on server security related issues; CS side: all FT, Associate Dean (opening statement) IT side : Berhanu Tadesse, Willie Peng, Dhusdee Chandswang, Gary Chang and Jay Lin; Summary of discussions: a. Per university security policy IT needs to know more information (and access rights when faculty members are on vacation or away) concerning faculty servers encounter security breaches. Other discussion topics included AWS appstream, supports on Saturday, two-factor authentication for faculty server - duo, XDR Cortex, CS 300 renovation, and software available for students.

# Call to order

1. Agenda approval – moved by Mikhail, seconded by Doina, passed by general consensus.

# Approval of minutes on Dec.2, 2022 - moved by James, seconded by Bin, passed by general consensus.

# Announcements (5 min., all faculty)

* Wenlin Han, a grant from Unity&Meta, 15 VR headset devices
* Mikhail – Cybersecurity competition (reginal first, national – participated), Cybersecurity workshop – 35 participants.

# Department chair report

# Welcome

# Jo asked for volunteers for GiR (JC)

* 1. MS-CS program PPR completed (Dec. 2022)

<http://www.fullerton.edu/data/quality/ppr/> (all PPR docs)

<http://www.fullerton.edu/data/quality/ppr/computersci_ms.php> (new MS-CS PPR docs are posted)

Kevin and Bin reported that PPR meetings went well.

* 1. Vision for the New ECS Building
* Jo invited any inputs/vision for the new ECS Building
* CS representative - James volunteered
  1. DPS revision
* Jo mentioned that DPS received minor modifications from Dean’s office and DPS needs to go through all levels of approval.
  1. CS faculty search
* Two for 2022-2023
* One for 2023-2024
* Mikhail mentioned that the Selection Committee is working on it.
  1. University News

Jo mentioned the following:

* The President works until July.
* Honors program (Dr. Stacey Mallicoat)

<https://www.fullerton.edu/honors/admission/index.php#:~:text=Admission%20Criteria,at%20CSUF%20for%20current%20students>

* Travel (use the “Concur” system for state-support fund (faculty must fill in Concur); other funds and student travels use the paper work)
  1. Textbooks

Jo mentioned the following:

* Even though UPS allows instructors to choose textbooks freely, the UG/Grad committees need to suggest recommended textbooks from which instructors can choose. If a new book is requested, the committee needs to check and have an approval process – If approved, include it in the recommended textbook list. Free choice can deviate too much from the original topics.
* ***Course coordinators****: please discuss with instructors and build a recommended textbook list; update and make it current whenever a new textbook is requested.*
* UG coordinator: please collect all in a google doc and release it to all (only UG coordinator, Chair, Vice Chair, department office ASCs can edit; others can read only)
* *UG/Grad Committee needs to build a draft policy on this.*

[*https://docs.google.com/spreadsheets/d/1tGDhOJgBp0kYS70IGGj17i1y9v6jk8MFDauTelZCzv0/edit#gid=0*](https://docs.google.com/spreadsheets/d/1tGDhOJgBp0kYS70IGGj17i1y9v6jk8MFDauTelZCzv0/edit#gid=0)

1. Impact of *ChatGPT* on education

Christopher led the discussions on the impact of ChatGPT (AI tool). Other faculty members (Doina, Mikhail, James, Michael, Paul, Kevin and others) joined the conversation. Some possible impacts mentioned: curriculum, critical thinking, job, enrollment, etc.

1. Computing Research Association (CRA) membership (Sampson)

<https://cra.org/about/>

<https://cra.org/about/membership/dues/#academic-us>

Sampson introduced CRA membership and its benefits.

Jo invited more inputs.

# UG Committee Proposal (Yun) – Yun mentioned the issues of prerequisite that involved 240 and 351.

# Graduate Committee Proposal (Bin) – Bin, Mikhail and others discussed issues of electives, Jo mentioned that the required electives needed to be offered so that students could graduate in time. Kevin mentioned making graduate courses more appealing to FT.

# How to handle 589/597/598 documentation? (cover-page (forms), signatures of advisor/reviewers, etc.) Bin, James, Christopher and other faculty members discussed the cover page, signature, and record-keeping issues. The discussion focused on that we need to treat them as regular courses.

Doina moved to extend the meeting by 12 minutes and James seconded. Approved by general consensus.

# GE course (Doina)

Adding CPSC 120A and 120L to the General Education B.4 (B.4. Mathematics and Quantitative Reasoning (3 units))

(One can start with this website: [https://www.fullerton.edu/undergraduate/requirements/index.php](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fullerton.edu%2Fundergraduate%2Frequirements%2Findex.php&data=05%7C01%7Ccjo%40fullerton.edu%7Cd02ed117934d4a64665008dafa6704a7%7C82c0b871335f4b5c9ed0a4a23565a79b%7C0%7C0%7C638097617608048953%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=LTTulld3ikgYVbCRI%2Fr5vaqGJCXtxYmQMAkXXRpGjh8%3D&reserved=0) to understand the areas, tab Fall 2021& beyond)

Then the detailed list of courses for each area are here:

<https://www.fullerton.edu/undergraduate/courses/2021.php>

Doina, Michael, Kevin and other faculty members joined the discussion. Part of the discussion mentioned the following: proper area of GE (instead of B.4), chance of approval (our computing courses may have a better chance), the possibility of teaching AI computing/ChatGPT, etc.

# Progress report – Combined majors (CS + x) (Kevin) – no progress to report

# Progress report – ECS videos (all video authors)

# => Youtube => ECS Webpage => syllabus should introduce them.

- Email {Video files + Youtube links} to Chair

- They will be stored/viewable from: <https://www.dropbox.com/sh/xmjvbhzge6yl6tz/AABMHuPxEYYCA9bncjw1iNUYa?dl=0>

Jo briefly mentioned the above.

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# Coordinators and advisers’ reports (50 minutes)

## Vice-chair (Doina) (5 minutes)

[https://docs.google.com/document/d/1W8v-VlmYO0UxiqT5la7SWFUiDsaKKPwBiyRlr3FDt8Y/edit?usp=sharing](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.google.com%2Fdocument%2Fd%2F1W8v-VlmYO0UxiqT5la7SWFUiDsaKKPwBiyRlr3FDt8Y%2Fedit%3Fusp%3Dsharing&data=05%7C01%7Ccjo%40fullerton.edu%7Cdc4787be61d848215a1508da9550f8b4%7C82c0b871335f4b5c9ed0a4a23565a79b%7C0%7C0%7C637986472243508098%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=y7Py4B8m7KC5DCLvftpJqtVxBRLrmBzZfKoj8p8MkOo%3D&reserved=0)

* Hiring (graders, ILAs, PTs, TAs, etc.) done.
* Scheduling for Spring/Summer/Fall 2023

Doina briefly mentioned the above. Bin mentioned that 20% courses taught by FT might be a problem for ABET.

## Undergraduate Advisor (Yun) Same as Item 9

## Graduate Advisor (Cong) Nothing (or same as Item 11)

## DPC (Doina) Nothing, Jo mentioned some work is coming

## Search committee (Mikhail) Mikhail mentioned there would be 7 interviewees, Jo mentioned we might use Friday to conduct interviews.

## Assessment committee (Kevin) Nothing to report

## IRC (Shilpa) No report

## MSE (Christopher) Nothing to report

## ECS curriculum (Wenlin mentioned 7 proposals processed), ECS at-large (Doina mentioned nothing to report), Executive (Jo mentioned nothing to report)

## Student advisors - no major reports

# Adjournment at 12:17 pm