**Department Meeting Minutes**

Date: September 30, 2022 (Friday)

Time: 10 am – 12 noon

Location: CS-300 or

Zoom ID: 846 8412 9089

Present:

Akwafuo, Sampson

Bein, Doina

Chen, Ning

Choi, James

Cong, Bin

Gofman, Mikhail

Han, Wenlin

Holliday, Floyd

Inventado, Paul Salvador

Jin, Rong

Jo, Chang-Hyun (chair)

Lakhanpal, Shilpa

Panangadan, Anand

Ryu, Christopher

Shafae, Michael

Sood, Kanika

Tian, Yun (minute taker)

Wang, Shawn

Wortman, Kevin

Absent:

# Call to order

Called to order at 10:05 am by Jo

# Agenda approval (5 min.)

# Inventado moved to approve, Choi seconded.

Approved by acclamation

# Approval of minutes on September 16, 2022 (5 min.)

Wang moved to approve. Sood seconded.

Passed by acclamation

# Announcements (5 min., all faculty)

Paul Inventado, Kevin Wortman, Kanika Sood

National Science Foundation (NSF) Grant Award: Collaborative Research: BPC-A: Socially Responsible Computing: Promoting Latinx student retention via community engagement in early CS courses.

$299,716.00 (10/01/2022-09/30/2025)

# Department chair report (10 min.)

# Students requesting to attend the faculty meeting.

* UPS 100.004

<https://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20100/UPS%20100.004.pdf>

Jo, Wang, and Choi suggested we should follow the UPS to create some rules for students’ this request.

Jo said we needed further discussion on this request.

# CONCUR will be used for travel request/reimbursement

* Faculty must initiate travel request/reimbursement via CONCUR.
* ASC will follow up and help.
* Get CONCUR training in advance:

<https://finance.fullerton.edu/concur/>

# UG Writing Re-certification (for 8 years) – we will have it in Fall 2028

* CPSC 490/491 (Writing Complementary) (2019-2020)

<http://www.fullerton.edu/wac/campus-writing-requirements/certified-courses.php>

# Collect the associated data regularly like assessment data:

<https://assessment.ecs.fullerton.edu/datacollection/schedule/>

Jo mentioned Ryu would voluntarily provide some functions to help on assessment data collection.

# Graduate student enrollment: 400 admissions/AY for now; monitor and adjust later.

<https://www.fullerton.edu/data/institutionalresearch/student/enrollments/headcountsftesbycollegeandstudentlevel.php>

Bein said we had 338 MS (only)graduate students.

# 6.4.ECS Lab Tour (Oct.3, Monday, 9:20am – 11:30am) (call for participation – student clubs)

* Samueli Academy (Charter School) field trip, lunch
* To prepare for college-based admission
* Introduce CS projects and labs to high-school students (and Q&As).
* The group (25 students) arrives on campus at 9:20 am on Oct. 3rd.
* Tour labs (and the Machine shop - non-CS) in small groups from 9:30 am -11:30 am.

Jo asked students advisors to let him know if they would like to introduce their clubs in the event.

# Student organizations advised by CS

* CS student clubs

<https://www.fullerton.edu/ecs/resources/clubsandprograms.php>

* Register with the university-wide student organization, Associated Students Inc. (ASI)

<https://asi.fullerton.edu/>

* Inter-Club Council (ICC) (student travel (conference), structure event, etc.)

ECS ICC: <https://fullerton.campuslabs.com/engage/organization/ecsicc>

* What kinds of support your student clubs have got and what you need.

Jo said dean said the student clubs should be registered in <https://asi.fullerton.edu/>

, and if the student clubs need some funding, please let him know.

# CS Representative for “CS + x” (30 min.)

* Currently 4 colleges interested:

Humanities & Social Sciences, Health & Human Dev, Natural Sci & Math (Earth Sci), Communications

* A CS representative participate in associated meetings with the deans and writing new degree program proposals. (stipend maybe given)
* UG committee presentation (report a meeting with the Dean; UG discussions so far)
* Discussions and vote for recommendation of a CS representative.

Jo said we needed to select CS representative to speak up for CS. Jo said dean would like to provide

release time or stipend for the representative. Tian nominated Wortman for the representative. Choi

recommended to have the department char announcement to call nomination. Wortman said he accepted released time only for serving as the representative. Wang endorsed Wortman for candidate of the representative. Chen asked if CS Chair would work with the representative together in the discussion meetings. Bein said she would join the meetings as the representative for the funding resources.

Jo asked to send your nominations by next Monday noon time, and then if we have more than one nomination we will vote.

# 

# Graduate Committee (Bin and Mikhail) (20 min.)

* 1. Suggestions from Grad Comm on 589/597 Instructors (Bin)

Cong, Jo and Ryu discussed PHD degree requirements for faculty to teach 589/597.

Cong said the graduate committee have the following recommendations for 589 and 597 teaching:

1. Make them more appealing by limit the class size
2. Make both classes online
3. Some other solutions to find instructors for these two classes such as nominations by Vice char or recruit more part-time faculty with PHD degree.

Cong said the committee did not recommend students to take these two courses in the first semester.

Chen and Wortman preferred making the courses more appealing. Wang suggested we made sustainable strategies for all of us. Jo asked what we could do if we don’t have enough volunteers to teach these courses and we should have a solution to make sure we have faculty to teach these courses. Cong recommended make documented policies. Choi agreed round-robin was not a good solution. Wang said UPS just changed the requirement of PHD for graduate course teaching. As long as an instructor has enough qualifications in the teaching field.

Jo promised he would try to get support from the dean to use a. and b. strategies (a. make them more appealing by limiting the class size; b. make both classes online)

* 1. Graduate program change (core course requirements) (Mikhail)

Gofman said it is difficult for students to follow current requirements of taking courses in three out of the four categories. Gofman suggested considering requiring graduate students to take 3-4 core courses except 589/597.

Wortman supported this proposal.

Choi recommended graduate committee discussing it and making a proposal.

Wortman mentioned some assessment indicators could not be allocated to a course that all the graduate students take.

Cong said the graduate committee would discuss this topic and make a proposal.

# UG Committee Proposal (5 min.)

# Combining CPSC 120/121 (only if UG Committee is ready to present/propose)

Tian said UG committee needed more time to discuss this issue.

# DPS revision progress (must be done by summer 2022) (Shawn) (5 min.)

# <https://docs.google.com/spreadsheets/d/1Deo2ACAjyunVZjkX32RWGXtXe7-0Yw0nsxo8blm9_WI/edit#gid=0>

Wang shared DPS revision notes for September 29.

# Coordinators and advisers’ reports (30 minutes)

## Vice-chair (Doina) (4 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)

* Scheduling for Spring/Summer/Fall 2023

Doina shared the snapshot of the CS enrollment data.

|  |  |  |  |
| --- | --- | --- | --- |
| Enrollment |  |  |  |
|  | ECS College | Computer Science Dept | Percentage of CS of ECS |
| Graduate | 894 | 531 | 59.40% |
| Undergraduate (total) | 3996 | 2117 | 52.98% |

Doina sent teaching preferences for summer 2023.

Doina convinced Kong to teach 589.

## Undergraduate Advisor (Yun) (4 minutes)

Tian said UG committee were not ready to discuss the few proposals.

## Graduate Advisor (Cong) (4 minutes)

Cong said we had over 500 applicants and had admitted close to 100 students, and we might have 30-40 students to be enrolled based on previous years’ data for the spring 2023.

## DPC (Doina) (4 minutes)

No updates.

## Search committee (Mikhail) (4 minutes)

Gofman said we had 25 applications. Gofman suggested all to share in our network for the recruiting advertisement.

## Assessment committee (Kevin) (2 minutes)

No updates.

## IRC (Shilpa) (2 minutes)

No updates.

## MSE (Christopher) (2 minutes)

No updates.

## ECS curriculum (Wenlin), ECS at-large (Doina), Executive (Jo) (2 minutes)

No updates.

## Student advisors (2 minutes)

No updates.

Jo asked student advisors to let him know if they need funding for their clubs.

# Adjournment (the end of formal meeting recorded)

12:00 pm adjourned by Cong