**Department Meeting Minutes**

Date: October 28, 2022 (Friday)

Time: 10 am – 12 noon

**Present:** Chang-Hyun Jo (Chair), Sampson Akwafuo, Doina Bein, Ning Chen, James Choi, Mikhail Gofman, Wenlin Han, Floyd Holliday, Paul Salvador Inventado, Rong Jin, Shilpa Lakhanpal, Christopher Ryu, Michael Shafae, Kanika Sood, Shawn Wang, Kevin Wortman, Joshua Caleb

Anand Panangadan (AP, on sabbatical but present)

**Guests:** Toni Macias,Tanya Hinh, Aaron Lieberman, Karni Velumani, Yao Lin, Stephanie Pocci, and Jacob Nguyen

Minutes by Wang

# **Call to order:** meeting was called to order at 10:03am.

# **Agenda approval:** Shawn moved to approve the agenda. Shilpa seconded. Passed by general consensus.

# **Approval of minutes on September 30, 2022:** meeting minutes not distributed yet. There were discussions about an agreement that was approved during a previous Department meeting stating that the Department meeting agenda should be distributed at least 36 hours before the meeting so that faculty members have enough time to think about the items.

# **Welcome** **Toni Macias (IT) Instructional Designer (MA-Education) (helping your online/pedagogy)**

# **[ tomacias@Fullerton.edu , x7088, CS-552]:** Jo introduced Toni Macias. Toni was requested by Dean Barua to assist faculty members to develop anything related to online instructions. It can be content enhancement, stronger pedagogy, different assessment, more collaborative teaching, or new technologies.

# **Jo introduced the student attendees.** Aaron Lieberman, Karni Velumani, Yao Lin, Stephanie Pocci, and Jacob Nguyen

1. **Ning asked a question about the progress of the online course proposals.** Jo explained that Dean Barua wanted the ECS Chair Council to develop guidelines for online course offering first. There are limitations of how many online courses a student can take that may affect ABET accreditation. Shawn suggested that we should move forward with the proposals. We can decide what courses to offer later. If we don’t have online courses approved we don’t have the flexibility to offer them. Jo agreed with the sentiment and will let us know when there is any progress. Shawn further mentioned that in case a faculty member has special situation and needs help, having online courses may accommodate the faculty member’s need.
2. **Announcements:** Shawn invited two of our former students who have received Ph.D. degree to give guest lectures to his classes. One of them is currently a professor in UCLA. The guest lectures are extremely successful.

# **Department chair report**

# **UG Writing Re-certification (for 8 years; to be recertified in Fall 2028)**

**CPSC 490/491 (Writing Complementary) (2019-2020)** We will try to collect evidence whenever it is possible.

[**http://www.fullerton.edu/wac/campus-writing-requirements/certified-courses.php**](http://www.fullerton.edu/wac/campus-writing-requirements/certified-courses.php)

# **Too many graduate students enrolled + increasing UG enrollment**

[**https://www.fullerton.edu/data/institutionalresearch/student/enrollments/headcountsftesbycollegeandstudentlevel.php**](https://www.fullerton.edu/data/institutionalresearch/student/enrollments/headcountsftesbycollegeandstudentlevel.php)

 **Fall 2021: UG 1,731 + Grad 252 (MS-CS) = 1,983**

 **Fall 2022: UG 2,118 + Grad MS-CS 442 = 2,450 (or 2,649 with MSE 109)**

We have high enrollment in every class. We need more instructors who are qualified. Jo thanks all faculty for taking up so many students over the limit. Jo has reported the situation to the Dean and asked the Undergraduate and Graduate Committee to discuss and decide on reasonable class sizes, as well as the limit of graduate admission.

Jo asked whether quality may become an issue with ABET if too many teaching associators are teaching classes. Bin shared his experiences from the last ABET visit. Too many classes taught by part time faculty members was one of the weaknesses. We explained that adjunct faculty members have good background and practices that complement our full-time faculty. For teaching associators, we probably need to justify their background and qualification. If we have a large number of teaching associators, it may also be an issue. Doina explained that there are several reasons that we have many teaching associators. We are losing part-time instructors. Some full-time faculty members received release time for grants. Some part-time faculty members only want to teach in certain time frames that the Department cannot accommodate. Bin mentioned that if the teaching associators teach graduate classes that will not be an issue (for ABET). Doina explained that in that case a teaching associator may end up teaching a classmate or roommate. Currently, we do not give graduate classes to teaching associators. Jo wishes the Graduate and Undergraduate Committee to discuss about quality issues and what kind of strategies and guidelines that we can use to hire teaching associators. Kevin asked whether it will be easier to hire part-time instructors if we have online classes. Doina said absolutely yes. Kevin suggested that we should urge the Dean’s office to move forward with the online course proposals. Jo mentioned that Dean may know some other issues with online offering that we do not know. Shilpa was wondering whether there are minimum qualification requirements. If there are, are the requirements different between part-time instructors and teaching associators. Jo explained that teaching associators are our current students.

Shawn mentioned that there are some proposals in Curriculog stating that class will meet via Zoom. He clarified that currently we do not have University Policies on virtual class. The online classes we talked about are asynchronized.

# **Graduate Committee Proposal:** Bin has distributed the Graduate Committee meeting minutes of September 23. Bin stated that the Graduate Committee made some recommendations. In terms of enrollment, the Committee recommends to set the limit of the annual enrollment to 170, so that on average the program supports no more than 340 students at the same time. Based on the recent yield rate the number of new students admitted should be no more than 460. In terms of making our graduate classes more appealing to the full-time faculty, the Committee recommends that we set the class size to no more than 25. We may also offer multiple sections and provide grader support. Jo stated that Dean explicitly told him that if we set class size limit like this, she will not provide grader support. Ning recommended that we held a formal vote by secret ballots. Shilpa wanted to know whether this class size limit is only for graduate classes. Jo confirmed that it is for graduate classes. Kevin would like to know whether the grader support the Dean talked about is just for graduate classes or for both graduate and undergraduate classes. Jo stated that at this moment it is for both. Jo mentioned that we cannot limit to such class size unless we have more instructors. He asked faulty members to find good part timers and graduate students and introduce them to Doina. Paul was wondering how setting the cap will affect the Department. Jo reinstated that finding more instructors is the only way to reduce our class sizes. Shilpa asked that since this class size limit is only for graduate classes, if an undergraduate class has an enrollment of 40 does the instructor still get grader support. Jo is positive on that. Kanika commented that currently most of the graduate classes exceed 25 and many have 40 or more students. However, we still have difficult time to find qualified instructors. If we limit the class size to 25 wouldn’t that make finding instructors even more difficult? Jo stated that we can decide to limit the class size. However, if we do not have enough classes, international students may not have enough classes to meet their visa requirements. The only feasible solution is to find more instructors. James suggested that we move forward to vote on these recommendations. Shawn would like to know whether we will vote on all items together or vote on the items separately. Shilpa suggested that some items are related to each other. Kanika asked that if a graduate class is allowed to exceed the 25 will the instructor receives grader support. Jo said he would ask the Dean for support. Jo suggested that we vote on all items. James suggested that if we pass these recommendations, we can use them as a negotiation point. Shawn expressed the feeling that implementation may not be easy. James reinstated that we are using this only as a negotiation point. Doina shared that she learned from some other campus that there is no class size limit in either UPS or CBA. If a class exceeds 90 students or more, the instructor can have 3 WTU release time. If the class size exceeds 120 (or 250), it needs approval from the university. It is about quality.

# **Welcome “Tanya Hinh” – the Budget Analyst for the College of Engineering and Computer Science.**

#  **CS-502C, x8523.** Tanya introduced herself.

# **UG Committee Proposal:** Yun shared data collected from a survey of faculty members. The survey includes two parts, the first part collects information about time spent teaching a class except grading and the second part is about total time spent including grading. Based on responses from 7 faculty members, the time spent teaching a class except grading is on average 11.8 hours per week and the total time spent including grading is on average 16.77 hours per week. If a faculty member is teaching 4 classes, the total time spent is over 67 hours per week. Yun stated that even with a class of 30 or less students we still need grader support.

1. Mikhail’s cybersecurity minor: this proposal was approved unanimously in the Undergraduate Committee. Mikhail asked is there any reason that we cannot discuss or vote one way or another. Jo explained that whenever we have something that we need to vote on during the Department meeting, the proposal should be distributed to the faculty a few days before the meeting so that the faculty members can think about it. Shawn stated that if we need to vote on whether we should have a cybersecurity minor we can vote now. However, if we need to vote on the proposal of the minor, we need to see the detailed proposal before we can vote on it. Jo further explained that faculty members need to know the courses that are included in the cybersecurity minor. Christopher stated that this is the first time we learned about this proposal. Whenever we have an important decision to make, we need time to think about it. James pointed out that we have developed some document about procedure in a previous Department meeting and he would look for the document. Shawn stated that he has always been supportive of Mikhail’s work, including the Cybersecurity Center and the Cybersecurity Concentration. He emphasized that this is not just about procedure. It is also about inclusion. We should give all faculty members a chance to voice their opinions. Christopher suggested that the Department Chair marks the action items in the agenda, e.g. the items that we may need to vote on during the meeting.
2. Floyd’s proposal to remove MATH-125 from the prerequisite of CPSC-120: Yun reported that the Undergraduate Committee has discussed and approved the proposal. Shawn expressed full support of the proposal. They are pushing entry level programming class into high school. If the high school can teach entry level programming language, we should allow students to take CPSC-120 as long as they are admitted. Shilpa commented that if MATH-125 is removed from the prerequisite, she has question about CPSC-121 and CPSC-131. Algorithm analysis needs students to understand exponential function, linear function, and logarithm. Shawn explained that we are only talking about CPSC-120. CPSC-121 and especially CPSC-131 will still have prerequisite. Floyd agreed.
3. Floyd proposed to remove CPSC-313 from the elective courses for computer science minor. It was approved in the Undergraduate Committee.
4. Mikhail and Floyd proposed to make CPSC-240 a prerequisite for CPSC-351. Mikhail explained that teaching fundamental knowledge about computer architecture and organization will help students to learn operating system better. Shawn expressed concern about creating another six-course chain in the prerequisite structure (CPSC-120, 121, 131, 240, 351, 471), since we already have a six-course chain (CPSC-120, 121, 131, 362, 490, 491). Jo stated that during advising there are many students who cannot take enough classes due to the prerequisite and sometimes we have to grant exceptions for the prerequisite requirements.
5. **Progress report – Combined majors (CS + x)** Kevin has nothing to report yet.

# **Progress report – ECS videos**

# **=> Youtube => ECS Webpage => syllabus should introduce them. (all video authors)**

# **Progress report – DPS revision (due by summer 2023)**

# [**https://docs.google.com/spreadsheets/d/1Deo2ACAjyunVZjkX32RWGXtXe7-0Yw0nsxo8blm9\_WI/edit#gid=0**](https://docs.google.com/spreadsheets/d/1Deo2ACAjyunVZjkX32RWGXtXe7-0Yw0nsxo8blm9_WI/edit#gid=0)

Jo stated that he had sent the current version and asked the faculty to vote. Shawn explained that the version that was approved during the previous Department meeting was submitted to the Dean and Dean sought feedback from the Faculty Personnel Committee. The Dean then told us to seek feedback from the FAR. We did and received feedback from the FAR Director. The current version has combined feedback from the Dean, the Faculty Personnel Committee and the FAR. James asked for vote with secret ballots.

1. **AI tools to encourage student cheating for essays.** Doina was made aware that there are AI tools that help students to automatically rephrase/rewrite an existing essay to generate a new essay. Some student used one of the tools to cheat in CPSC-315. The tool automatically rewrote an existing essay to a new one that was only 40% similar according to Turnitin.

# **Coordinators and advisers’ reports**

## Vice-chair (Doina) No updates.

[**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**

## Undergraduate Advisor (Yun) done.

## Graduate Advisor (Cong) done.

## DPC (Doina) working.

## Search committee (Mikhail) So far 38 applications. Mikhail thanks Jo for sending out the emails.

## Assessment committee (Kevin) will upload data in November.

## IRC (Shilpa) will ask for more requests.

## MSE (Christopher) Nothing.

## ECS curriculum (Wenlin), ECS at-large (Doina), Executive (Jo) Nothing yet.

## Student advisors: The Cybersecurity Center is preparing for the collegial penetration testing competition.

# **Adjourned at 11:59.**