**Department of Computer Science, CSUF**

**Department Meeting Minutes**

March 3, 2023 (10:05 am – 11:45 am)

Present: Chang-Hyun Jo (CHJ), Sampson Akwafuo (SA), Doina Bein (DB), Ning Chen (NC), James Choi (JC), Mikhail Gofman (MG), Wenlin Han (WH), Floyd Holliday (FH), Paul Salvador Inventado (PSI), Rong Jin (RJ), Anand Panangadan (AP), Michael Shafae (MS), Kanika Sood (KS), Yun Tian (YT), Shawn Wang (SW), Kevin Wortman (KW)

**Minutes taken by JC.**

# **Call to order:** Called by CHJ at 10:05 AM.

# **Agenda approval:** DB moves and KS seconds. Approved unanimously**.**

# **Approval of minutes** from Jan 27, 2023: MG moves and NC seconds. Approved unanimously**.**

# **Announcements**

 CHJ: Online MSE ranking in US News (#34 (tie) among 119 listed; 3rd in CA; 1st among

 non-PhD schools)

<https://www.usnews.com/education/online-education/california-state-university-fullerton-OENG0016/engineering>

 MG: Competed at the Regional Collegiate Cyber Defense Competition but unfortunately,

 did not qualify for the national competition.

 DB: 20 CS students participated in ICPC competition, Riverside (ACM programming

 contest)

# **Department chair report**

# Welcome: JCD (JC Dy) from Google joined again this semester

* 1. New Vice Chair (CHJ): AP has been elected as the next vice chair. Congratulations!
	2. President and Provost leave.
* Currently, Su Swarat is the Executive in Charge for the Division of Academic Affairs.
* New interim provost will be selected shortly. Will provide more info as soon as possible.
	1. ECS Commencement – assistant marshal from CS (2 new faculty) needed. Please contact CHJ.
	2. Experience CSUF (Welcome to CSUF)
* April 8, 2023 (Saturday). Need volunteers. Please contact CHJ, if interested.
	1. Online offering of ECS classes (Strategic Envisioning and Approach). Still in discussion in the ECS committee.
	2. Vision for the New ECS Building: CHJ emailed separately about this matter.

You can still provide your ideas to CHJ.

* 1. DPS revision (required by the dean)

Distributed already and department will vote next week.

Once approved, Dean’s approval, college-level approval, university-level approval will need to follow. If we do not get the university level approval by summer, the department has to use the UPS-based documents.

 5.9 CS faculty search status is as follows:

CHJ: Two searches for 2022-2023.

MG: The committee may ask for three hirings if possible.

 7 finalists were selected but 3 have found other positions and out of the

 consideration. Committee plans to consider additional semi-finalists from the

 remaining applicant pool

* CHJ: One search for 2023-2024
	1. Textbooks

 CHJ: 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 (fill in the link below); update and make it current whenever a new textbook is requested.*

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

* 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)

 AP and KW: recommend to come up with a department policy

and UG/Grad Committee will need to build a draft policy on this.

1. **The department will vote on the membership for Computing Research Association** (CRA). SA explained the benefits being such a member. Please refer to:

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

MG supports the motion.

 NC: asks for the membership cost and range of the membership.

 SA: Membership applies FT, PT, staff and students.

 JC: cost information can be found here:

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

# **AI/Data Science track/concentration**

KS: explains about the background of wanting this track (concentration) and KS wants to start with a discussion on this matter.

SW: the department used to have tracks in the past but eliminated the tracks. Track might be a still good way to go and concentration is more difficult to get approved.

MG: the department had tracks in the past but eliminated for variety of reasons. Recommends concentration route. Will help in this regard since he has experience in Cyber Security concentration.

KW concurs with SW and MG’s suggestion of pursuing concentration.

MG suggest to create a list of courses without mentioning track or specialization that can be provided to the students if asked.

JC: Concentration route might be better since the concentration title appears on the diploma.

DB: “Concentration” shows on the diploma and “track” shows on the TDA only. Hence recommends concentration.

CHJ suggests to work on the concentration and provide to the department with additional materials in the future. The department can have more discussions then.

1. **Assessment Data**

KS: wants to use assessment data and wants to know about the confidentiality issue/policy.

TR: confidential information can be removed from data and it should not be a problem

 BC: data should be used for improvement only but not for performance evaluations.

 CHJ: it will be a good idea to come up with a policy and discuss more in the future meetings

# **UG Committee**

 YT: UG is working on the draft of the textbook policy.

# **Graduate Committee**

 BC: local applicants with good CS-GPA will be highly considered and try to control the

 population of admitted students.

 DB: International students can be hired as Teaching Associates.

 BC: Graduate committee is also working on possible revision of the required electives courses.

# **Progress report – Combined majors (CS + x)**

 KW: None.

# **Coordinators and advisers’ reports**

#  12. 1Vice chair (DB) working on scheduling for Fall 2023.

# Summer: 2023 no 440 & CS491 offered in the summer so far.

In case any FT faculty wants to teach, pls contact DB.

* Hiring (graders, ILAs, PTs, TAs, etc.) is completed

##  Undergraduate Advisor (YT): none

## Graduate Advisor (BC): no additional comments

## DPC (DB) ): 6 PT faculty need to be reviewed.

## Search committee (MG): 2 on-campus interviews done.

 Other two will be done next week. The department will vote on the finalists.

 SW suggests to vote asap, so that offers can be made asap.

## Assessment committee (KW): none

## IRC (SL): none

## MSE (CR): none

## ECS curriculum (WH): none.

##  ECS at-large (DB) need to evaluate J/S proposals on Monday.

##  CHJ: ECS faculty marshal will be from the Engineering departments,

##  Executive (CHJ): none

## Student advisors

DB: ECS leadership summit starts in TSU tonight (5-6 pm) and tomorrow (9 am – 5pm).

 MG: working on recruiting students for the security club.

# Adjournment (moved by NC) at 11:45 am