

Department of Computer Science
Advisory Board Meeting (CSAB)
Draft Minutes for Fall 2008 Meeting
September 30, 2008

Agenda Attached

Attending: Henry Bauer, Joe Campbell, Dan Duffek, Mike Golden, Jerry Haman, Sherrie Merrow, Jim McKenney, Mike Myer, Steve Roach, Don Sniffin

Absent: Brady Kraft

Continental Breakfast

Welcome and overview of the agenda

Dr. Jerry Haman began the day with a welcome and a thank you for all those who were attending. He began with an overview of the agenda. The agenda was accepted as circulated.

What would CSAB members want to accomplish long term while meeting?

Jim McKenney expressed the need for more students in the major.

Mike Meyer elaborated on the need for more students, assisting students in establishing relationships with industry utilizing partnerships with the Department and business.

Mike Golden explained that he was a College of Business graduate and he utilizes graduates of computer science in his business. He would like to see a more interdisciplinary approach in course work. He felt he could contribute his experiences in these areas.

Sherrie Merrow as a representative from the College of Engineering and Applied Science emphasized the need to respond to development needs and the constituencies established by the Department and College.

Steve Roach indicated he saw his role and function as the voice of the academic community. He stressed that ABET was an excellent guideline for the Department to follow.

Don Sniffin communicated that with his recent job search and employment with IBM, he would like to see an increased emphasis within the curriculum to meet the needs of current industry. He expressed concern that the gateway for student entering the program was the web site and it remained difficult to navigate. A follow-on discussion began concerning meeting industry needs, and a consensus was reached that it was vital the graduates of the programs needed to have the ability to learn and be trained.

Joe Campbell, as a practicing software engineer new to the Board, expressed support for review of curriculum and recruiting more majors.

Henry Bauer continued reminding the Board that ABET is an important part of the overall picture. This piece will include a review of the curriculum and outcomes.

Dan Duffek would like to assist undergraduates with access to opportunities before they graduate. Curriculum review and suggestions are part of this process.

Jerry Hamann indicated he is vested in developing a strong Department.

Minutes of the May 1, 2008 Meeting

Sherrie Merrow submitted two corrections of name spellings. The Board accepted the minutes with these corrections. Corrected copies of the minutes will be forwarded to the Board electronically.

General Discussion

Mike Meyer asked about the status of faculty. Jerry facilitated a general discussion of the status of faculty positions.

Jerry spoke about Kim Buckner as the recent hire for the Academic Professional Lecturer position. Kim is teaching the Department's service course, COSC 1200, and is interesting in modifying the course to meet the needs of the predominate majors who take the course.

Jerry discussed the issues surrounding the resignation of Diana and William Spears, their adjunct status and the possibility of replacing the positions. After answering questions about Department Adjuncts, he spoke about his request to the Dean for support of an exigency hire, which was positively received at both the College level and Academic Affairs. A Department Faculty search committee has been appointed, and they will submit recommendations to Jerry for an outside of the Department member. They will also begin the process of looking at what the job description might be. After explaining some procedures, Jerry encouraged the Board to express their thoughts on the position.

Mike Meyer asked about the status of enrollment within the Department and how it compared with other College departments. Steve asked about the stability of the enrollment of the last five years. Jerry, using enrollment documentation, answered that majors are down within Computer Science, Electrical and Computer Engineering, and Civil and Architectural Engineering, but up significantly in Chemical and Petroleum. Mechanical Engineering is stable. His concern is for the lack of freshmen coming into the Department. The Board said they would be glad to assist with recruitment.

Henry and Dan continued the discussion of recruitment with questions concerning where our students come from. Jerry said about 2/3 of our students are in-state residents, and we get the most transfer students from Wyoming community colleges. We often get students through exposure in ES 1000; both Jerry and Tom Bailey teach a section.

Jerry distributed a copy of the enrollment information for the Board's use.

Charter

The Charter was discussed and modifications were made. By consensus, it was agreed that Jerry would make modifications and circulate the modifications for approval.

Progress on Action Items

Jerry updated the additional progress on actions items from 2006 Board Meeting.

- 1) An MIS replacement option is approved and is functioning with students progressing in the "Computers and Business Concentration."
- 2) Engineering Summer Program (ESP) and Middle School Girls Program was discussed. It was emphasized that there is continued attention to the recruitment of women and in-State students, as well as the traditional populations.
- 3) Cooperation with the Science Math Teaching Center has been established as well as with the Mathematics Department teacher cohort.
- 4) Cooperation with the College of Education was addressed, and it was made clear that dialogue continues. This is a complicated process with the Department of Education as a key player. Allyson and Jerry continue to meet with Education and work towards a teaching endorsement program.
- 5) Jerry indicated that articulation works well with Laramie County Community College (LCCC) Cheyenne campus and Western Wyoming Community College (WWC), Rock Springs. Articulation conferences have inherent problems with travel and budget issues.
- 6) The College maintains a presence at Discovery Days, and the Department has not participated as yet.
- 7) The USP I course, ES 1000, is taught across the College. Both Jerry and Tom Bailey have a section. Kim Buckner, the new APL, is looking at COSC 1200 as a possible L course, but this is in the very early stages.
- 8) The CSAB will continue to meet twice a year, fall and spring. Current Board suggested to schedule with the Fall Career Fair and the spring meeting in April or May in conjunction with College related activities.
- 9) The undergraduate curriculum is being reviewed as the ABET accreditation process proceeds.

Action Items from the May 2008 CSAB meeting.

- 1) Sherrie Merrow will discuss Development issues later, in particular, the Henry Bauer Excellence Fund.
- 2) The CSAB has been expanded and Jerry thanked members of the Board for their time and dedication to the Department.
- 3) Jerry explained that faculty have not participated in ABET evaluator training. The faculty at this time is spread extremely thin and are concentrating on the upcoming mock ABET evaluation process. Both Henry and Steve encouraged staffing of the Department to take part in this training.
- 4) The Department has not engaged in a peer-mentoring program. Jerry explained the new student orientation process as related to ES1000. Peer mentors are sought for these courses, and we will continue to encourage our undergraduate students to apply for these positions.
- 5) The Department has a lot of work to do on the web site. There has been some progress, and the plan is for continued progress.

- 6) The Department is continuing to meet with the representatives of the College of Education Student Services to assist in developing a Computer Science endorsement.

Working Lunch with Graduate Students

The Board met with a self-selected group of Computer Science Graduate Students. The interaction between the Board and the students was informative and candid. The Board considered and discussed the thought provoking discussion with Jerry. Steve requested that the Graduate Students be given acknowledgment and thanks for the input. Jerry will take care of acknowledging the students with suggestions from the Board.

Department Plan

Jerry shared the first draft of the Department Plan associated with the Board. The plan fits into the College plan, which becomes a part to the five-year academic plan. The Board provided specific suggestions on the wording and the following general concepts for consideration.

- Role in institutional research in computational sciences
- What role can the Department play in cooperative endeavors within CEAS
- Take advantage of NCAR as a driving force for research
- Cooperative agreements with UW departments
- Consideration of alternative delivery of courses i.e. video conference, interactive video
- What faculty and lab facilities will be needed in the near future?

Development

Sherrie spoke about the Henry R. Bauer Computer Science Excellence Fund. A draft handout was provided with overview information. Sherrie was recently informed that she will be receiving all Computer Science graduate information, including the A&S files, which she thought would assist in developing this fund. The Board was asked to consider assisting with promoting this fund.

Additionally, an update on the progress of planning for CEAS building expansion was given. There is cautious optimism for this building expansion.

Election of CSAB Officers

After a brief discussion of duties and term of office, Jerry encouraged that nominations be accepted.

Jim McKenney nominated and moved that Don Sniffin be accepted by acclimation as Chairperson of the Computer Science Advisory Board. Vote was unanimous.

Steve Roach nominated and moved that Jim McKenney be accepted by acclimation as the Vice-Chairperson of the Computer Science Advisory Board. Vote was unanimous.

There was discussion concerning the length of service of Board members. Jerry was asked to assist in providing years of service information to the Board. This will be used to determine terms of service.

Action Items for Spring 2009 Meeting

- 1) Consider options for peer mentoring of faculty – possibly the A&S model of outside the department mentor.
- 2) Faculty input into professional development and program outcomes for undergraduate and graduate students.
- 3) Exposure to interdisciplinary communication methods for students.
- 4) Preference for next meeting: Friday prior to Undergraduate Research Day.

Future Agenda Items

- Curriculum review
- Exposure to program outcomes
- Visit with undergraduates possibly in a classroom setting
- Visit with graduate students in a social setting
- Presentation from Career Services

AGENDA

College of Engineering and Applied Science (CEAS) Department of Computer Science (COSC) Advisory Board

Host: Jerry Hamann, Department Head

Participants: COSC Advisory Board

Monday, September 29, 2008

Arrive Laramie

Check-in hotel/motel Laramie

5:30 -7:00 p.m. Informal Gathering:
Light Dinner for COSC Advisory Board and Faculty
Host: Jerry Hamann
Hilton Garden Conference Center: Suite F
22nd & Grand Ave

Tuesday, September 30, 2008

8:00 – 8:30 a.m. Arrive Department:
Continental Breakfast (EN 4088)

8:30 – 9:00 a.m. Welcome and Approval of Agenda
Approval of May 30, 2008 minutes
EN 4094

9:30- 10:30 a.m. Discuss and Modify, COSC Advisory Board (CSAB) Charter
Facilitator: Jerry
EN 4094

10:30 – 10:45 a.m. Break

10:45 - 11:00 a.m. Final Vote on Accepting CSAB Charter

11:00 – 11:55 a.m. Progress on Action Items
College Plan
Presenter: Jerry

Noon to 1:00p.m. Working Lunch
Topic: Meet and talk with COSC graduate students
EN 2030

1:00-1:15 p.m.	Break
1:17-2:00 p.m.	Share the Draft Department Plan Presenter: Jerry EN 4094
2:00 – 2:30 p.m.	Henry Bauer Excellence Fund Facilitators: Jerry and Sherrie Mellow
2:30 – 3:00 p.m.	Election of CSAB officers Facilitator: Jerry
3:00 – 3:30 p.m.	Action Items and set date for next meeting of the COSC Advisory Board Facilitator: CSAB Chairperson
5:00 p.m.	Reception: Wyoming Union Family Room Host: College of Engineering