Brief Meeting Minutes

The THIRD Wednesday of the month 12:30-2:30 pm in CE101

September 16, 2015

The meeting was called to order by Anna Chiang at 12:30 pm

Division Matters

1) New course-CS900 Intro to Robotics, CS986 Advanced NW Security and 971-CISCO

   Chiang: Butler will break 971 into two classes, also in response to High Schools.

2) Two New certificates-Mobile development and Virtualization Technology

   Chiang: Patil and Yuen. Yuen offered Apple xcode online, Patil offered Android as hybrid. Butler has CS 973, 975, 976, 977 in place, need to start the process to submit certificate. New certificate should attract more students in CS programming track. Patil explains that there are 28 colleges with programs to review for his mobile development certificate. Also labor statistics and job outlook data required for certificate, the requirement for mobile certificate will be 955, 957, 959, and 990. Note that there are prerequisites, such as 939. Ghaforyfard suggests adding MVC into 990, Patel notes MVC introduced in 958 and 963.

3) Missing course syllabus – Chiang reviews missing syllabus. Report should be updated. E-mail for submitting syllabus has been changed, it was ComputerScienceChair@wlac.edu and now Academic@wlac.edu. Buckner, Taira, and Kowaney noted as submitted syllabus but still listed as missing.

4) Missing ECD course outline updating   CAOT 01A, 39, 84, 79 & 93. Chiang: reminds Instructors to update course outline, all the addendum at the end of ECD sections. Every instructor should review ECD and make sure all information are current. ECD-missing Distant Learning strategies-all CAOT and CS917, 933, 934, 935, 958, 963

Next Meeting:

4) Missing SLO spring 2015-Chiang has e-mailed the division faculty the assessment

5) pending attachment , Patel explained missing SLO, may be partial elements missing. Patel notes that college implementing new "trac-dat" system to speed up the tracking process. Training is coming up. SLO training will be scheduled after division meeting.

6) Faculty committee obligation-

Marcus & Ashok-Tech, Manish-SLO,

Anna/Parvenah-Curriculum Committee, Anna-Academic Senates,

Parvenah/Ken Taira-CS Club, Ken Taira-AFT and WEC

Chiang reviews the commitments of full-time faculty to various committees. It is the choice of the faculty for which committee to contribute to, with awareness of what is needed. Chiang notes that Chiang and Ghaforyfard working on curriculum committee. Some administrators suggest that faculty to visit different committees to help decide with committee to work with. The division may need faculty to participate in FPIP which determines if division got priority to hire new faculty. Ken Taira on Work Environment Committee, Distance Education, and AFT. Questions from Ghaforyfard regarding policy with student being disruptive in class. Patel asks how to deal with a disruptive student the day of the class, rather than the long term process of filing a form with Student Services. Taira notes that student may be suspended for two weeks. Taira strongly recommends that a report be filled.

7) Program review contribution in ETUDES-e-mail Etudes account to Anna. Chiang will post on Etudes to enable collaboration of documents. Program review requires contribution from all faculty members. This will be done using a separate etudes shell, Patel suggests using the discussion forum in Etudes to allow contributions/comments. This will be due around the middle of October.

8) UC Articulation issue-ASSIST.ORG (CS917, 939, 940, 990, 936, 942) all classes for transfer. Questions about courses on assist.org about transfer of classes, and mapping of classes. TMC problems with too many hours (Math and Physics need to scale down from 5 units to 4 units).

9) FAB lab in CE101, CE104 as Laurent's work area. Discussion of remodeling CE101 to serve as FAB lab, hardware lab, Robotics lab and 3-d printer   lab.

Next Meeting:

While remodeling CE101, Laurent Phung would be moved to CE104. CE104 is only used for advanced Linux.

10) Non Credit class-course title. Chiang notes college promoting non-credit courses. Two goals: basic skills and enhanced skills for student to enter job market. Grading will be pass or fail, open entry, open exit class, is free and students can repeat the class. Students need to sign in and sign out, instructors are required to maintain and input "active attending log" to roster system.

-Anna Chiang has proposed the following non-credit courses, faculty members who are interested in teaching should work with Anna to develop the courses and to start the approval process.

*Enhanced network and security project" for Butler's Netlab.

*Academic & career guidance in Computer Science Information Technology or Introduction to computer information technology careers"

Have two courses pair up for a certificate of completions. Chiang considers having Bitar include job search skills.

"Enhanced web development project" for example the Ruby on Rails (Patel) class.

"Enhanced Java programming Project"

"Hands-on Robot" as a summer program to prepare students for CS900 robot class.

as these have no credits, there is an emphasis on hands-on work.

-Pre 901 – College Computer Literacy. 901 students would be notified about the class to increase their success with 901.

-Another suggestions include non-credit course such as keyboarding.

The meeting was adjourned at 2:30 pm

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