

# COMPUTER SCIENCE AND APPLICATION

## Brief Minutes

**Division Chair**  
Anna Chiang

**Division Vice Chair**  
Marcus Butler

**Faculty & Staff**

Kami Al  
Ashok Patil  
Anna Chiang  
Bill Williams  
Barbara Slaughter  
Clyde Titus  
Diane Matsuno  
Francisco Monzon  
Ken Buckner  
Ken Taira  
Kabwe Chanda  
Larry Wang  
Laurent Phung  
MaryJo Apigo  
Marcus Butler  
Manish Patel  
Michael Stamper  
Pat Morris  
Ruby Kowaney  
Steve Gonsosoki  
Todd Matosic  
Yuen Yuen

The THIRD Wednesday of the month

Location-> CE101

April 17, 2013 CAOT 12-12:30 CSIT 12:30-2 pm

Committee/Faculty/Staff report

Present: Anna Chiang, Diane Matsuno, Francisco Mozon, Manish Patel,  
Laurent Phung and Ken Taira.

Dial in: Pat Morris and Ashok Patil

**1. Committee Report:**

Technology Committee (Manish)-The committee will rewrite the Technology Master including measurable outcomes. The Contents Management System has been purchased; the first user group is receiving the training now.

Achieving the Dream (Ashok)-The committee meets the second Wed of the month. Ashok reported the Student Success rate at course level of Computer Science has increased 15-20%, Anna reported the number of students with certificate and degree awarded in Computer Science (see attached report) is very few, the division has contacted students in CS936 to continue to complete the requirement and file certificate petition. Business & Database Management has very few certificates awarded in year 2012-2013 which the division needs to find out why.

AFT (Ken Taira)- AFT union fee will be increased. MPIC and other grant funded training will be offered to faculty in CSIT field during the summer for free.

Academic Senate (Marcus & Anna)

Curriculum Committee (Anna)-

New TMC course CS942 and new CS959 (Mobile development). Updated course outline on CS917 for TMC and CS958 to teach PHP.

Divisional Council-Student Project Showcase (Anna)

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**2. Curriculum Pedagogy Discussion/Reflection/Student Learning Outcome**

All courses that we taught in Fall 2012 have been assessed, we are undergoing the phase II and phase III which include faculty discussion, dialogue, action planned & action taken. Some faculty members have taken the action by changing pedagogy, changing facility, changing text, increasing lab exercises and increasing quizzes and exams...etc. Faculty members are encouraged to share their experiences in the monthly division meeting and private meetings.

**3. Division Matters:**

- a) Course syllabus template and checklist check e-mail from

[OfficeOfInstruction@wlaac.edu](mailto:OfficeOfInstruction@wlaac.edu)

Faculty should encourage students to use LACCD e-mail which will become the official communication media between the College and students.

The Academic Affairs & Anna Chiang have e-mailed the course syllabus template and check list to faculty. Faculty can use the template or use the check list to make sure their course syllabi meet the standard of Academic Affairs.

- b) CS alumni database-Manish Patel has created an alumni database  
Anna, Laurent and student worker are working on inputting students information which consists of the following three groups:  
Group 1- students who have filed "College Certificate Petition"  
Group 2- students who have earned industry certification  
Group 3- students who have stated that they are admitted to 4 year university.
- c) Tutoring service -faculty should remind students tutoring services that the division is offering including CS901, Computer Science and Network subject. Faculty should encourage students to

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d) Summer sections –Every faculty on the seniority/priority list will get one class to teach except two faculty members who are not available during the summer.

e) Collecting Certificate Petition-Anna will go to each intermediate and advanced class to collect “certificate petition” and submit it to the Admission office. Faculty can help students use Student Information System and the division web site to determine if a student is qualified to file the petition.

f) ETUDES shell for division use

g) Advisory Committee meeting -May 4th in CE222 from 11AM to 1PM  
Note the date has changed to May 4<sup>th</sup>. Faculty should RSVP with Anna.

h) High school day on April 19 CS presentation 1-2 pm in GC230  
The division will do a presentation to high school students and counselors, contact Anna if faculty is interested in participating.

i) Book Requisition for summer & fall 2013 due on April 15

j) H1B grant has partnership with outside Work Source Agency to recruit our existing CS students and place those who are unemployed. The coordinator will meet CS faculty on April 23 (Tu) at 3 pm in CE101, faculty who teach advanced course in the vocational track should attend the meeting.

k) CS901 demo by publisher-Manish Patel, Ken Taira and Diane Matsuno has expressed in favor of the publisher’s system, Manish stated that he has used this publisher’s text for several courses; the texts are well organized and easy for students to follow. The publisher will allow students who have access code in CS901 to use in CS930 then CS933 without buying extra code. The publisher will also provide free access code for 3 weeks to accommodate those who are waiting for financial aids and those who may drop

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All CS901 instructors will meet in June to learn Office 2013 and make decision which publisher to adopt for CS901. CS901 will form a subcommittee to work on increasing student retention and success rate.

The meeting was adjourn at 2:30 pm

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