



Division of Mathematical Sciences
Department of Computer Science
Division Council

Facilitators: Marlow Lemons (Dean)
Gerson Valle (Associate Dean)

Date: November 16, 2021
Time: 1:15pm - 2:15pm

Attendees:

X	Luis Barrueta	X	Matthew Mata
X	Susanne Bucher	X	Victor Matos
X	Diaa Eldanaf	X	Ashod Minasian
X	Robert Eleuteri	X	Benjamin Mitchell
X	Greg Fry	X	Pavan Nagpal
X	Arturo Hernandez	X	Gerson Valle
X	Linda Ho	X	Oscar Villareal
X	Marlow Lemons		Lijun Wang
X	Kathryn Marsh	X	Paul Yun
		X	Matthewes Zemoy

Agenda:

1. Course Inactivation Process
2. Update on Annual Plans
3. Program Chair Responsibilities

Division Council Meeting Minutes November 16, 2021

ASO STUDENT REPRESENTATIVE

Dean M. Lemons introduced ASO student representative, Matthewes Zemoy.

MINUTES REVIEW

The September 9, 2021 minutes were reviewed. L. Ho motioned to approve the minutes. D. Eldanaf seconded the motion. All were in favor to approve the minutes.

COURSE INACTIVATION PROCESS

Dean M. Lemons discussed the process for course inactivations. The college uses Curriculog, and course inactivations are submitted there for faculty to provide feedback and vote. The concern is that Curriculog does not have a space to respond to comments with justifications on why a course should not be inactivated, and allow for both sides of an issue. Dean M. Lemons recommended to, instead, do a faculty vote where pros and cons are listed for inactivating a course and faculty are informed before making a decision.

L. Ho explained that previously, curriculum proposals went through the Division Curriculum Committee first and then to the department for a vote before being finalized in the system. The current curriculum system has an automatic approval system and comments are public. L. Ho recommended that any contentious matters go through the department for anonymous voting.

Dean M. Lemons also recommended creating a handbook to detail certain division level operations. A vote was taken and a majority of Division Council members were in favor of such a handbook.

Dean M. Lemons will create a list of processes that should be documented and send it to Division Council members for feedback. After that, the processes will go to the entire department for review and approval.

Associate Dean G. Valle discussed the importance of delineating between division/department policies as opposed to campus policies.

G. Fry suggested that a good name for the document could be, "Best Practices and Collegial Things To-Do." Associate Dean G. Valle recommended the handbook be called, "Department Policies and Guidelines" so that it encompasses both, and faculty are aware that these are local decision, as opposed to a campus wide decision.

Dean M. Lemons will create a discussion thread on the Mathematical Sciences Faculty Resource (MSFR) page for all faculty to make suggestions on classroom or collegial issues to include in the handbook.

UPDATE ON ANNUAL PLANS

Dean M. Lemons discussed that the College will provide workshops to help faculty understand the annual planning process. While waiting for the workshops, Dean M. Lemons recommended committees continue to meet with their programs and determine the needs of the program.

PROGRAM CHAIR RESPONSIBILITIES

Dean M. Lemons discussed some of the responsibilities of program chairs. One of these responsibilities includes confirming the list of members within a committee and ensuring they are participating regularly and attending meetings.

The committee list is located on the MSFR.

L. Barraeta recommended creating a list of program chair responsibilities, and have the candidate read them first before becoming chair so they are aware of what is involved.

OTHER ANNOUNCEMENTS

For the spring semester, department meetings will be held in a hybrid fashion. Faculty can attend in-person or via Zoom.