



Division of Mathematical Sciences
Department of Computer Science
 Division Council

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

Date: March 9, 2021
Time: 1:00pm-2:00pm

Attendees:

<input checked="" type="checkbox"/>	Luis Barrueta	<input checked="" type="checkbox"/>	Kathryn Marsh	<input type="checkbox"/>	Lijun Wang
<input checked="" type="checkbox"/>	Diaa Eldanaf	<input checked="" type="checkbox"/>	Matthew Mata	<input checked="" type="checkbox"/>	Paul Yun
<input checked="" type="checkbox"/>	Robert Eleuteri	<input checked="" type="checkbox"/>	Victor Matos	<input type="checkbox"/>	Nhu Bui
<input checked="" type="checkbox"/>	Jill Evensizer	<input checked="" type="checkbox"/>	Ashod Minasian	<input checked="" type="checkbox"/>	Khin Di
<input checked="" type="checkbox"/>	Greg Fry	<input checked="" type="checkbox"/>	Benjamin Mitchell	<input checked="" type="checkbox"/>	He Tan
<input checked="" type="checkbox"/>	Arturo Hernandez	<input checked="" type="checkbox"/>	Pavan Nagpal	<input type="checkbox"/>	Brandon Vela
<input checked="" type="checkbox"/>	Linda Ho	<input type="checkbox"/>	Susan Taylor		
<input checked="" type="checkbox"/>	Marlow Lemons	<input checked="" type="checkbox"/>	Gerson Valle		

Agenda Items:

Minutes Allocated:

1. Minutes Review	2
2. Unit Plans	3
3. Textbook Update Form	10
4. Face-to-Face Pilot	10
5. Flexible teaching modality	10
6. Remaining Supply Funds	10
a. Replace unreturned Chromebooks?	
b. Faculty workroom scanners?	
c. Additional document cameras?	
7. Awards ceremony	5
8. Other Announcements	3
a. Computer Science Week	
b. Educational Technology Conference	

Division Council Meeting Minutes

March 9, 2021

MINUTES REVIEW

The February 16, 2021 minutes were reviewed. K. Marsh motioned to approve the minutes. L. Ho seconded the motion. All were in favor to approve the minutes.

UNIT PLANS

Dean M. Lemons added an additional request to Unit Plans: convert A. Assefa's position from part-time to full-time Clerical Assistant.

Inform Dean M. Lemons of any additional items to add to the Unit Plans that cannot be funded at the division level.

TEXTBOOK UPDATE FORM

J. Quezada recently sent out a textbook update form for Committee Chairs. The form allows Committee Chairs to remove or add new/updated textbooks for each course. The deadline to submit the form is March 19, 2021. There is an understanding that textbook changes (or no changes for courses that will keep the same textbooks) will remain in place for the entire next academic year.

B. Mitchell requested a list of all textbooks for each course as a quick reference guide once the textbook update process is complete. Dean M. Lemons agreed and will save it on the faculty portal once it's available.

FACE-TO-FACE PILOT

For the fall 2021 semester, the division is planning on conducting face-to-face pilot courses. The large lecture classrooms will be used, however, the maximum capacity of students will remain at 35 without a waitlist. Dean M. Lemons is still in the process of determining the sections that will be face-to-face.

FLEXIBLE TEACHING MODALITY

There have been some concerns from students regarding the use of the flexible teaching modality. Some faculty are using their class time to hold question and answer sessions. The concern is that if the class time is not used for lecture, it may restrict students from taking another class they need to graduate. Dean M. Lemons discussed the use of this teaching option and how it affects a student's progression towards graduation and transfer.

L. Ho discussed that the Union has not defined how flexible teaching modality is to be used. She recommended that the teaching modality be better defined so students know what they are registering for.

Associate Dean G. Valle recommended that faculty develop a policy to better define the flexible teaching modality.

J. Evensizer recommended that instructors should make it clear what their flexible option entails so students are informed either before they sign up for the class, or at least by the first day.

REMAINING SUPPLY FUNDS

There is approximately \$5,000 remaining in the supply budget. Dean M. Lemons provided suggestions on what these funds could be used for including:

- Replace unreturned Chromebooks
- Faculty workroom scanners
- Additional document cameras
- Replenishing some of the library loan calculators

L. Ho agreed that funds should be used for document cameras so there is a surplus in case others stop working. Dean M. Lemons will consider an order for five document cameras, and possibly one more scanner for each of the faculty workrooms. The committee also approved using funds to order more TI-84 calculator replacements.

AWARDS CEREMONY

L. Ho discussed that the Awards Committee met and decided there will not be a Math Awards Ceremony this year. However, they will award students that received four and five A's in their math courses with certificates and scholarships.

OTHER ANNOUNCEMENTS

- ASO Announcements: ASO representatives requested that the division share the Senator office hours with students.
- Computer Science Week: March 22-26, 2021. There will be an event for each day including Data Science, Big Data, Robotics panel discussion, Q&A session on how students can get involved in STEM, ECC alumni panel to discuss their experiences and share advice, and women in computer science.