



The Florida State University
Department of Computer Science
Tallahassee, Florida 32306-4530

David A. Gaitros, Associate Chair

MEMORANDUM

DATE: November 20, 2006

TO: David Whalley, Professor and Chair
Department of Computer Science

FROM: David A. Gaitros
Department of Computer Science

RE: Minutes, Annual Department meeting

1. The annual meeting of the Department of Computer Science was held at the FSU Reservation on August 14th, 2006. Dr. Whalley started the meeting at 9:30 A.M.
2. The following individuals were in attendance:

Dr. Sudhir Aggarwal
Dr. Ted Baker
Mr. Ken Baldauf
Mr. Michael Burmester
Mr. Daniel Chang
Dr. Breno DeMideiros
Dr. Zhenai Duan
Ms. Ann Ford
Mr. David Gaitros
Dr. Kyle Gallivan
Dr. Piyush Kumar
Dr. Chris Lacher
Dr. Xiuwn Liu
Dr. Mike Mascagni
Mr. Robert Meyers
Dr. Ashok Srinivasan
Dr. Sarah Steoklin
Dr. Gary Tyson
Dr. Robert van Engelen
Dr. Andy Wang
Dr. David Whalley

Dr. Alec Yasinsac
Dr. Xin Yuan

3. Nancy Marcus, Dean of Graduate Studies opened the meeting with a presentation. She will be putting the CS department for an NRC assessment. The last assessment was accomplished in 1995. The purpose will be to add value to prospective graduate students, use by the general public for assessment of our program, improve the graduate program, enhance the national research program, and recruit new graduate students. There will be a student questionnaire given. This is an emerging field and the results will be available on-line to show where we fit nationally. We must produce 5 PhD students in 5 years. The criteria will include the number of PhD students enrolled, the number of faculty who direct those students, and our PhD curriculum.

There will be four questionnaires: (1) Institutional, (2) Program Questionnaire, (3) Student Questionnaire, and (4) Faculty Questionnaire. She will be asking for vitas and we may be asked to evaluate other programs. They are looking for 70% - 80% participation.

4. Chair Opening Remarks: We are currently working on a Computational Biology Degree program (116650) which will officially start this fall. We will have one new course in Computational Biology at the undergraduate level.

Karthik Gopalan has left the department. We have requested 3 new faculty lines of which 2 are at the assistant professor level. We are looking for strong candidate in databases, systems, and vision. We are awaiting word from the Dean on funding approval for these positions.

We are asking that all assistant professors present at least once a year to the Colloquium series and Associate and Full professors present once every two years.

Our CS Board of Advisors is Jim Clamons, Rick Kearney, Carl Owenby, Kay Stephenson, and Jonathon Taylor.

Faculty were cautioned to keep lab and computer classrooms locked when not in use for security.

Mike Mascagni will handle SACS and SMALCS accreditation.

Other items discussed during the opening remarks:

- 021 Love Renovation
- New online system
- CRI Infrastructure Grant
- P&J meeting for Dr. Srinivasan
- Suggestions for Grads made good.

5. A promotion and tenure representative is needed at the College level and must be a Full Professor. Dr. Ted Baker was named as this representative.
6. FEC Elections: Dr. Andy Want, Dr. Sudhir Aggarwal, Dr. Xin Yuan, and Dr. Mike Burmester were elected.
7. New SE Degree at Panama City Campus: Dr. Lacher made a presentation on the new revised curriculum of Software Engineering at the Panama City campus. SE would only be offered at Panama City FL. The Faculty gave a unanimous vote of confidence to this program.
8. ABET Accreditation: Dr. Baker presented the requirements for the accreditation. We need 1 full year of data for the department on the classes taught. Curriculum Vitae are restricted to the format and limited to about 3 pages. Minutes of meetings must be posted.
9. Systems Group Report. Mr. Thakur reviewed the status of the systems and laboratories and planned upgrades and improvements over the next year.
10. A suggestion was made to lower the GPA requirements for the undergraduate program from 2.65 to 2.5. A short discussions ensued with a final vote of one short of unanimous. The GPA requirement is lowered to 2.5 for entry into the program.
11. Jennifer Reed presented the CS budget. After a short discussion the budget was approved.
12. Cyber Criminology Under Graduate Degree Program: Dr. Aggarwal presented the Cyber Degree program. The Department of Criminology and CS have joined to create a joint program. Criminology have 1500 students. They would like a fraction of them to have the opportunity to participate in a degree program that involves computer technology. The degree program would be based in the College of Criminology. They (criminology students) would actually get a minor in CS with courses up through data structures.
13. Collective Bargaining: Ted Baker presented the current issues in the Union's discussion with the administration on Collective Bargaining. Raises of 1.1% were approved thanks to Union Lobbyists. Parents can take up to 6 months for maternity leave. Negotiations have started for the new contract. The administration want to increase faculty productivity by increasing the teaching load.
14. GAANS Fellowships: David Whalley presented the names of the new GAANS fellows: Sarah Driesburg, Arturo Donate, Justin Fincher, Joe Jensen, James McClain, and Christin Savlakis.
15. Portfolio Exam - Robert van Engelen
 - a. To prepare for the exam each students must have the following:
 - i. ≥ 3.5 GPA
 - ii. Dissertation Committee approved by the Department
 - iii. Cover Sheet and research statement
 - iv. Evidence of Teaching
 - v. Evidence of Software Engineering
 - vi. Oral Exam
 - vii. All Core courses taken and passed.
 - viii. Committee reaches consent.

- b. Discussion topics
 - i. Should students be given a chance at a written exam v.s. an oral exam.
 - ii. Should they only test classes for which they received a lower grade than A-.
 - iii. Should the committee/faculty agree on a scoring system that balances GPA with oral tests resulting from the core areas.
 - c. Recommendation include that the area of the oral exam be done on 2 courses that are the lowest grade and have them prepare for those courses only.
16. It was unanimously agreed by the faculty present that the department chair in addition to selecting the chair's representative has the right to veto proposed dissertation committee members from the dissertation committee to help ensure a high quality dissertation.
17. Department Goals
- a. Address declining student enrollment
 - b. Increase Women and minorities
 - c. Increase % of PhD students
 - d. Increase research funding
 - e. Increase research stature
 - f. Increase amount of CS foundation funding
 - g. Increase time to do research

Should you have any questions concerning this matter, please feel free to contact me at gaitrosd@cs.fsu.edu, by phone at (850) 644-4055, or by mail addressed to: David A. Gaitros, Love Building Room 261, Mail code 4530, FSU, Tallahassee FL, 32306-4530

DAG/dg