**Computer Science & Engineering Advisory Board**

**Meeting Minutes, 1/8/16**

In Attendance: Frank Moore, Rob Barnett, Brian Walch, Kenrick Mock, Jazon Burnell, Paul Schmidt, Rachel Waters, Larry Custer, Dana Collins

1. **Call to Order:** called to order by chair Rob Barnett at 12:04
2. **Roll Call**
3. **Regular meeting approvals**:
   1. **Approval of Agenda**: approved
   2. **Approval of October 16th, 2015 meeting minutes**: approved
   3. **Introduction/approval of new board members**:
      1. **Paul Schmidt** – Approved
      2. **Larry Custer** – Approved
4. **Ethical considerations**: none
5. **Reports**:
   1. **Frank Moore:** 
      1. **Departmental Updates:** BS CS science & English requirements language cleaned up and clarified, all approved and made official
      2. **Update on job search (two positions):** search committee has made recommendations for on-campus interview candidates for first position, follow up with candidates for second position; Chancellor must reapprove faculty search due to hiring freeze
      3. **CIS upper-division courses to fulfill upper-division CS requirements:** temporarily approved due to understaffed CS&E department, currently unable to offer enough upper division classes. Should we keep allowing even after fully staffed?
         1. Perhaps selectively allow if classes have hands-on programming
         2. Databases are critical and needed, but rigor of course is a question; allowing the course as an upper division substitution will depend on the CIS course syllabus
         3. Perhaps only allow students to petition a max of 3 CIS credits
         4. Perhaps add an extra project
      4. **CSE ABET:** 
         1. 1/16 notify ABET, self-studies due to ABET by 7/1
         2. Randy Moulic revised the assessment guidelines, which may be used
      5. **Internships:** please encourage industry partners to offer some for our CS&E students; CSAB suggested that we take inspiration from co-op programs
      6. **Adjuncts:** please have qualified adjunct candidates contact the CS&E department; we are always looking for more
      7. **Letter of Alaska industry support for CS&E Program**
         1. The letter can be used with the chancellor, provost, board of regents
         2. Should include industry needs
         3. Suggested that CS&E could begin offering specialized certificates for people in local industry, as well as for students to add to undergrad degree
6. **New business**:
   1. **Rob:**
      1. **Approval of Advisory Board mission statement**: Approved, with small change in wording
      2. **Reminder**: Director commitment form & meaningful contribution renewal; send to Dana
      3. **Rethinking “reports” for purpose and value**: goal is to improve communication between CSAB and the college, alumni, students, and industry.
         1. Brainstorming session proposed, perhaps create a working group comprised of alumni, industry, students, and faculty
         2. Send items of interest to Dana to post on the CoENG facebook page (<https://www.facebook.com/uaacollegeofengineering/>)
   2. **Kenrick**:
      1. **Volunteers to join CSE advisory board:** looking for member from each departmental board
   3. **Schedule 2016 meetings**: 3/25, 8/29, 11/11 suggested
      1. 3/11 suggested for small group workshop

Adjourned by chair at 1:30 p.m.