**Computer Science & Engineering Advisory Board**

**Meeting Minutes, 5/29/15**

In Attendance: Lance Ahern, Frank Moore, Rob Barnett, Kenrick Mock, Jazon Burnell, Natalia Gavrish, Dana Collins

The meeting was called to order by the chair, Lance Ahern, at 12:00 p.m.

1. **Approval of agenda**: Approved; additions to the agenda include Frank Moore’s departmental updates and Kenrick Mock’s graduate program update
2. **Approval of minutes from the previous meeting**: Approved
3. **Approval of new board members**: No new board members, but a new member has been recommended; updates to follow
4. **Ethical considerations**: Lance is no longer running for mayor and will no longer be working for the Muni. He will be joining the Business School CS AB.
5. **Updates**:
   1. **CS&E Department Chair’s Update:** 
      1. The BSE major split was approved at the highest level, but the creation of the new CSE major may put it at risk of being cut; will need to focus on staffing and recruitment
      2. We have been dealing with confusing English and Science requirements left over from CAS; we finally got faculty to agree on reworking it and we will be submitting the catalog change soon
      3. Most recent faculty search failed; Frank had to scramble to cover courses but has been successful, with only one section of ENGR A161 uncovered right now
      4. MATH A231 discussions: debating with math department over what should be taught in A231. Question raised of how AB would feel about CS&E offering our own Discrete Math class. The con to this idea is we are already short-staffed and we risk duplicating classes and efforts; next year we will bring it up again
      5. Students are being allowed to take upper division CIS classes this upcoming year to fulfill degree requirements while we are understaffed
   2. **Associate Dean Kenrick Mock Update:**
      1. Advisory Board meeting last month. We don’t have much money, we are getting rid of a few minors, and the new Dean is coming in July
   3. **Update from CSAB Chair Lance Ahern:** no reports
   4. **Update from Frank Moore on graduation:** Barriers to graduation have been identified this AY as CSCE A201 and A211, as class enrollment has dropped; mandatory advising should help with retention and graduation rates
   5. **Update from Jazon Burnell:** some work with Rob on the newsletter; looking at the backend Wordpress stuff and at ways to send out automatic email blasts. Might hold a working group session soon.
6. **New Business:**
   1. **Electing new chair for 15/16 Academic Year:** Rob Barnett nominated by Lance and Jazon seconded, but not enough board members present to have a quorum; Lance will consult the CSAB bylaws and see if we can do an online vote
7. **Anything CSAB can do to help program:**
8. **Next year:** Natalia will let everyone know if she can make it on AB next year; Rob wants us to come up with Vision and Mission Statement for CSAB; We usually have the first meeting of the academic year in August and Frank Moore suggests the third week after classes start (Sept. 11); Kenrick would like everyone on the CSAB to look over the program objectives in preparation for the ABET visit in 2017.

Adjourned by chair at 12:56 p.m.