School of Engineering and Technology
IT Committee Meeting Minutes
November 12, 2021
Virtual Zoom
1:00 pm – 2:00 pm

Attendees: Bryan Goda, Charles Costarella, Yan Bai, Ankur Suri,
Deveeshree Nayak, DC Grant
Non-voting members: Kira King, David Ross, Beth Jeffrey, Gabi Crosby,
Seminar Leader: CJ Cummings, Samuel Halim
Absent: Jim West, Cunming Gao

<u>Approval of the October 15, 2021 Minutes</u>
Motioned: Ankur Suri
Seconded: DC Grant
In favor: 6
Opposed: 0
Abstained: 0

Minutes

1. Advisors
   Beth: you are probably getting requests from students to overload your classes/ sections for winter quarter 2021. If faculty want to increase the cap and take a few extra students, that's fine, but students need to subscribe to the seat availability notification. After grades are posted, the advisors can increase the cap if faculty have agreed to take extra students. Bryan: are we doing anything different for recruiting this year?
   Beth: no, we haven't hired a new recruiter after Megan left. However, we will fit recruiting in to our upcoming open house next week, Wednesday, 11/17/2021 from 12:30pm-1:30pm. Faculty are encouraged to attend. Beth suggested that Bryan get in touch with Haneen to update the SET website to address our ABET IT accredited major and highlight important info on website and social media.

2. Seminar Leaders
   CJ: Everything is going fine, but the only issue that students have been having is lab-related and TINFO 250. The issue isn't regarding help from the lab monitors, they are concerned about the midterms for the class project, such as the packet tracer portion, since it's more open ended. CJ is assisting students with any help they might need. CJ is also communicating with the lab monitors already and they're telling him that most questions they're getting are just simple things that they can walk over and walk them through. CJ is also communicating with the ones that have missed at least two classes, and most of the time it's on Thursdays. CJ thinks it's because they had the labs and forgot to let him know. Bryan said, if they attended the lab they should get credit for it. Only one student is of concern with a 50% attendance record. Samuel: One student missed the seminar at least 6 times now, so they are definitely not getting any credit for it. Another student missed more than three times, but Samuel communicated with him and he is more active now.

3. MSIT Proposal
   Not Discussed

4. ABET Data Collection
   Bryan is working on the self-study, which has now reached 85 pages. He appreciated the response from faculty who sent him recent graduates. If an evaluator comes and ask what our students do now and if they are successful, Bryan will point to this list of success and show the evaluators what jobs they are getting and where they are working at. We are number 2 and number 32 in the nation based on the two surveys.
   But we have to work on the outcomes, we have to assess how we are meeting our outcomes. Outcomes are what students can do when they graduate. We have six outcomes and it is important for every faculty member on the committee to know what they are . Bryan is collecting data from over the past six years, he created an outcome worksheet. We have talked about a certain outcomes like applying a complex computing problem and by principles of computing. Bryan had ask faculty for the average and the number of students. When the evaluator comes they're going to have these hyperlinks and when they can click on this, and it should open up every example. The evaluator will be impressed by this, since the last time they were here was in 2018. We have enough evidence to show that our students are meeting these outcomes.

Vote on the ABET Outcomes
Motioned: Charles Costarella
Seconded: Deveeshree Nayak
In favor: 6
Opposed: 0
Abstained: 0

5. CP206c
   Not Discussed

6. In Class, vs Hybrid, vs Asynchronous
   Not Discussed

7. Survey
   Bryan: We need to create our own graduate survey pretty quickly to collect the required data, hopefully before the end of this month. Kira and DC volunteered to help. DC suggested adapting the MCL graduate survey, which has a couple of questions that we can use for IT. Kira suggested that we can use the platform Qualtrics to gather the information, and mentioned that we're hoping for around 30 participants. We're also hoping to have the data from the surveys collected by the end of December.