School of Engineering and Technology
IT Committee Meeting Minutes
April 15, 2022
Virtual Zoom
1:00 pm – 2:00 pm

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

<u>Motion: To approve the minutes from March 18, 2022</u>
Moved: Charles Costarella, Seconded: Deveeshree Nayak
Eligible to vote: 8, In favor: 8, Against: 0, Abstained: 0, Absent: 0

Minutes

1. Advisors
   David: admissions-27 accepted offers and 8 that are still pending, that would give us 35 total right now that we've admitted. We are still ahead of all other programs.
   Beth: It would be helpful if faculty could announce in your classes with seniors that if they have not applied to graduate, they have to meet with advisors in the next two weeks to apply or they won't graduate.

2. Seminar Leaders
   CJ: Future replacements-so far we have three lined up and we just finished the final interview yesterday. Right now we selected Zachary and still undecided on the other two.

3. MSIT Proposal
   Bryan: No changes to the MSIT proposal. Still waiting for it to come back from the graduate school evaluators and then we have to go and defend it to the Board of Regents.

4. ABET Data Collection
   Bryan: ABET is coming in October. They're going to select our team chair pretty soon. Textbooks can be submitted in the fall, before October.

5. Online Instruction
   Bryan: We are having several courses that are completely online. Chunming Gao, Jim West, and Yan Bai are the ones who are teaching them online. Raj advised against having any fully online courses. A fully online course is not best for our students.

   Chunming gathered information from students in regards to their preferences for online or on campus classes. He got a responds from 91 students, 18 students prefer on campus,

28 prefer online, and 45 prefer a hybrid. That would be about 50% of students who prefer hybrid, 31% fully online, and 20% in person on campus.

Bryan: It depends on the class and on the student if they would learn better online or in person/ hybrid. Everybody who is, or prefers to teach online needs to write an outline paper that justifies why your class should be online. We need to explain to Raj that we did a study and show him the data to compare. Data collection needs to be in by the end of this academic year.

6. Mixer
   Beth suggested to reserve Jane Russell Commons, we could have some indoor table's as well outdoor tables. Alice can make the reservation for WPH.

7. CP 206C Use
   Bryan: The only time the lab in CP 206C is used is in the fall quarters, the rest of the quarters it is empty. DC suggested if we have a different cohort every quarter, the lab would be used during the whole academic year.

   BSIT-JuniorYear-Pro
   posal.xlsx

   Amend to minutes from April
   DC Grants proposal to go along with the spreadsheet:

   DC Grant proposed a potential change in the BSIT cohort model. The existing large cohort could be broken into three parts to return to the initial small cohort approach. Students in the smaller cohorts would all take the same courses at the same time.

   The proposal would break the three sections of BSIT Junior-level core courses out such that one section of each would be taught in the autumn, winter and spring quarters. This has the advantage of allowing faculty to make more frequent updates and adjustments to the course content. It would also allow a student who does not pass the course to pick it up in the following quarter instead of waiting for an annual offering.

   There was considerable discussion about options and adjustments to the proposal, including the idea that a couple courses may be best taught with all three sections in the same quarter. The plan has flexibility, such that one course per quarter could be decoupled from the change to allow a hybrid implementation of the cohort methodology.

8. Yan Bai Sabbatical
   Yan: Was approved to take a sabbatical for one quarter, which will be winter quarter. We need to find one instructor to replace her and teach her winter classes.

Zaide needs suggestions of possible candidates for replacement. Bryan suggested that be done before the summer.