<p style="text-align:center">Faculty Department Meeting Minutes - Paralegal Studies, Architecture,
Construction Management, Engineering and Computer Science Programs
March 15, 2019, 11:00 am, B 102</p>

In Attendance: Jennifer Baker, Associate Dean of the School of Business and Technology; Mary Conwell, Chair of Paralegal Studies, Architecture, Construction Management, and Engineering Programs, Interim Chair of Computer Programs; George Kodsey, Computer Professor; Andrew Blitz, Computer Professor; Matt Hoffman, Business and Paralegal Studies Professor; Deborah Johnson, Computer Professor; and Jill De Valk.

Computer Course Scheduling: The computer faculty expressed their concerns over the scheduling of CGS 1000, CGS 1100, and CGS 2100 for computer students and requested that their concerns be shared with the Dean. It was explained that in 2014 or 2015, CGS 1000 was changed to a virtual or online class only. Due to poor attendance by students, CGS 1100 was changed to meeting one day per week instead of two. This was voted on by the computer faculty. Although the resolution was to offer CGS 1000 only online, the Summer 2019 schedule shows that CGS 1000 is offered face to face and two days per week. This course was returned to face to face in the Spring 2019 and was discussed previously in the February 2019 breakout meeting. The faculty reaffirmed the vote unanimously in the February meeting that CGS 1000 should be offered only online and that CGS 1100 should meet once a week.

It was discussed that the CGS 1000 course involves defining computer terms. In the ground course, to add depth to the course, faculty members lecture on a different topic each week and students are given practical assignments such as creating a Google account. It was suggested that the ground course should eliminate the discussions in the CANVAS shell because the majority of students respond 10 to 20 minutes before the discussion is due. The discussion assignments are intended for students to share knowledge, but the way they respond is not working.

Another issue is how we deliver courses. When Dr. Meyer was Dean, we had master shells for ground and online courses. FSW eOnline dropped the master shells.

Also discussed was that CGS 1100 has value to offer as a ground class. This course is different than CGS 1000 in that it lends itself to student participation. This course was previously offered in a 2 hour and 40- minute class once a week because when it met twice a week, students would attend the Tuesday class when the topic was introduced and not attend the Thursday class when they would work on assignments. In the summer 2019 semester CGS 1100 is offered twice a week. The computer faculty believe that the Dean should share the schedule with faculty or include the faculty in the scheduling process.

Professor Kodsey commented that in his experience at other institutions, they have similar problems. All CGS 1000 and 1100 were totally online at these institutions. It was discussed that CGS 1100 should be offered at FSW both online and ground one day per week. The ground classes would benefit students who prefer face to face instruction. The online course is a self-paced course where faculty monitor the assignments. There are some tough concepts involved in the course.

Associate Dean Baker will check with Dr. Psihountas to see why the course format schedule was changed for CGS 1000 and CGS 1100. It was mentioned again that through the faculties' experience CGS 1000 is best completely online and that 1100 should be both online and ground class taught one day per week. Professor Johnson added that one section of 1100 could be a blended course. It was also stated that most Computer Science students prefer courses online. If we change options, students may leave. Jennifer Baker added that data shows that students not given a choice, do better in face-to-face courses, but every class or mix of students is different.

Professor Conwell asked Jennifer Baker that a formal request be made to Dr. Psihountas regarding CGS 1000 to be an online class totally and that CGS 1100 should one meet one day a week instead of two days.

Curriculum Changes: Jennifer Baker asked Professor Kodsey about the progression of curriculum changes for COP 2360 and COP 2362. Any changes to curriculum must go through the Curriculum Committee. She suggested that Professor Kodsey map out the changes first or outline what he proposes to do. The process includes the faculty member, working in the particular program, lists proposed changes to the rest of the faculty for approval. Jennifer Baker suggested to put together a schedule to meet catalog deadlines. We are working on academic year 2020 now. He should make up a spreadsheet of what is in place now and what changes need to be completed.

Proposed Cyber Law Course: According to the state numbering system, the cyber law course is considered a BUL or law course. It was discussed that this course could be an elective open to all FSW students. Professor Blitz would welcome a law class in the Computer Science program but there are already required electives. The professor teaching the class would need to have Juris Doctor credentials. Issues at the Curriculum Committee proposal include the following:

1. In the course description, it says that the course is usable by computer science students. It should say nothing about computer science in the description on the form to the Curriculum Committee. Professor Hoffman will remove computer science from the description. Professor Blitz mentioned that if an elective is not part of the AS degree or College Credit Certificate (CCC), financial aid may not pay for the course. This new Cyber law course will be open to everyone and could be a feeder to our programs including Paralegal Studies, Criminal Justice, Crime Scene Technology, and Computer Forensics.
2. BUL course prefix will not qualify as a course in a cybersecurity program
3. ISM courses should mirror what other cyber security programs are offering.

Professor Hoffman added that the cyber law course could be co-taught by a faculty member with a Juris Doctor and a faculty member with a computer degree. The "computer science students" will be removed from the Curriculum Committee form. SoBT has been given permission to begin teaching the new course this Fall 2019 semester.

The meeting was adjourned at 12:05 pm.

Meeting minutes for Paralegal Studies, Architectural Design, Construction Management, Engineering, and Computer Science were interpreted and reported by Jill De Valk