Meeting Minutes
Program Review Committee
Macricostas School of Arts & Sciences
Wednesday, December 11, 2024, at 9:30AM in HI 107

Members present: Kelli Custer, Nick Gallucci, Kristin Giamanco, Brian Stankus, Çiğdem Üsekes, Howell Williams, Michelle Brown

Visitors: Dan Coffman, Katie Lever-Mazzuto, Forest Robertson, Gancho Ganchev

I. Prior Minutes

1. Approval of November 13th minutes: Motion to approve (Stankus/Giamanco); motion carries 6-0-0

Discussion item: scheduling Spring 2025: PRC members should complete survey indicating availability ASAP

II. Old Business

1. New course — CS 5XX: Neural Networks and Deep Learning (Ganchev) (CD2425032)
2. New course — CS 5XX: Natural Language Processing (Ganchev) (CD2425031)
3. New course — CS 5XX: Reinforcement Learning (Ganchev) (CD2425030)
4. New course — CS 5XX: Autonomous Systems (Ganchev) (CD2425029)
5. New course — CS 5XX: Foundations of Artificial Intelligence (Ganchev) (CD2425044)

Motion to batch all CS 5xx courses together (Custer/Stankus); Motion withdrawn by Custer
Motion to batch all CS 5xx courses together for approval (Stankus/Custer); Motion to approve all fails 0-7-0

Discussion of these proposals centered around the "Resources" section of the proposals, which was unchanged from previous submissions. Present proposals in SharePoint contain same previous language that Committee previously objected to about the University Senate and UPBC "approving" budgetary lines for new CS faculty. The CS Department provided a separate handout (not uploaded to SharePoint) with new language for Resources section that nonetheless failed to address Committee's previous objections. Dean Brown noted that the statement that UPBC and Senate have approved budget is inaccurate. Furthermore, some of these courses are already running as FDS in Spring 2025, and there are concerns that students in those classes will have FDS on their transcripts. Ultimately, the CS revised proposal contains the same problem with language about resources.

When the next iterations of these proposals are submitted, the CS department will create new submissions in SharePoint.

6. Revision — Applied Computing Major (course requirements) (Ganchev) (CD2425035)
Motion to approve (Stankus/Giamanco); Motion carries 7-0-0 (pending changes described below)

The following changes have been requested
- Remove (he/she) pronouns
- CS 265 is still listed; change to CS 3xx (CS 265 Computer Security Implementation with Java)
- Remove CS 298 or 299 under "software engineering" concentration
- Add rationale and assessment plan to document consistent with PRC bylaws
- Complete a final cleaning edit (i.e., eliminate highlights/strikeouts)

7. Revision — CS Minor in Security (course requirements) (Ganchev) (CD2425034)
Motion to approve (Giamanco/Custer); Motion carries 7-0-0 (pending editing notes below)

Committee discussed why this minor would require such a substantial number of Credit Hours, noting that most minors are 18 CH. Noted that the proposed CH will require the minor to be approved by the University Senate. Discussion of what distinguishes between a 3 CH and 4 CH course in CS. Given the hands-on nature of the courses, mostCS courses are 4CH.

Edits requested: Complete a final cleaning edit (i.e., eliminate highlights)

III. New Business

1. New course — MAT 5YY: Analysis and Optimization for Machine Learning (Burns) (CD2425046)
Motion to approve (Williams/Giamanco); Motion carries 7-0-0 (pending changes below)

MAT 5YY (Committee requested relabeling 5XX) is being offered to support the MS in AI; Course looks at algorithms that contribute to machine learning, etc. Last of 3 MAT courses as part of the major

The following changes have been requested
- Department meeting minutes and course rotation needed
- Add language about prerequisites to end of the course description
- Assessment section should add flexibility with "including but not limited to…" language
- Course outline;
    o Remove Part III and add language to Part II about alternative optimization methods that could also be taught
    o Consistent capitalization throughout
- Course description: remove pronoun "we" and talk about the course instead
- Learning outcomes: change to "Students will be able to…"

2. Revision – CS 110: Website Production (pre-reqs) (Coffman) (CD2425059)
Motion to approve (Üsekes /Stankus); Motion carries 7-0-0 (pending changes below)

The CS department explained that the removal of MAT 100 and 100P (except for STEM majors) and removal of math placement exams created challenges for students aiming to take CS 110. The course is required for DIMA and is popular on campus. The proposed prereq language recommends some MAT background, but doesn't require it.

Committee proposed a minor change: move this language to the course description. New language: "No prerequisites, but students will benefit from…" The Committee also requested the addition of an assessment plan and course outline.

3. New Minor — Digital Interactive Media Arts (Petkanas) (CD2223161)
Motion to approve (Üsekes/Custer); Motion carries 7-0-0 (pending changes below)

Committee discussed where the minor will be "housed" given recent departmental moves across the university. Desire to use this minor for IDS majors, but their program requires at least one program be housed in MSAS. Discussion of moving programs under previous admin. Discussion of IDS

changing their policies to allow programs "housed or partially housed in MSAS," but that outcome is not dispositive of the present proposal.

The following changes have been requested
- Delineate credits per course and total credits in the minor
- Sample 4-year plan (Committee will send a model)
- Meeting minutes that approve DIMA minor (from COM)
- Learning outcomes with leading verbs
- Assessment plans

Motion to adjourn at 10:40

Minutes compiled by Howell Williams