Computer Science Program Bylaws

1. Computer Science Unit Definition

The Computer Science Program offers a Bachelor of Science in Computer Science (BSCS), a degree program that has grown from about 20 majors in fall 2002 to about 97 majors today. The BSCS degree program has undergone continuous evaluation, modification, and improvement, including the development of new courses, new requirements, and new options.

To put things in perspective it should be noted that there are 3 other degree programs, under the same chair, that are often referred to as part of the "computer science program".

Computer Science Program				
Degree Program	**Inaugural Year**	**Abbrev.**	**Admin.**	**Notes**
Bachelor of Science in Computer Science	2002	BSCS	State-Side	
Bachelor of Science in Information Technology	2004	BSIT	Extended Education	*State-Side: 2010*
Master of Science in Computer Science	2005	MSCS	Extended Education	
Bachelor of Science in Computer Engineering	*2011*	BSCE	State-Side	*Planning Stage*

The BSIT and MSCS degree programs are currently administered via the Office of Extended Education and have about 25 and 35 majors respectively. The BSIT degree program is on the CSUCI master plan to become a state-side program in 2010. The BSCE degree program has not been offered yet but we are currently finalizing the design and completing the "long form". The BSCE is on the master plan for 2011. (See Figure 1).

The BSIT degree program is somewhat unique in the CSU and worthy of a few comments since it has a growing synergistic relationship with the BSCS degree program and is a good example of how closely we work with the local community colleges. Originally, the BSIT was developed as an extension program based on a "2+2" agreement with the community colleges under the auspices of an NSF grant. The main goal of the BSIT program is to provide a 4 year degree path for students who emphasize technology areas at the community colleges (e.g.: associate degree computer technology or networking). Such students typically take vendor-specific courses/training, such as Microsoft and Cisco Certification courses, course work that does not usually transfer to a university program. Until the advent of the BSIT program at CSUCI these students did not have a clear academic path in the CSU system. Typically, they would have the choice of majoring in Computer Science/Electrical Engineering or Business/Information Systems at a CSU but those programs are not a good fit for these students. The BSIT degree at CSUCI was created to fit the gap between these extremes. As a result, the BSIT degree

requires a basic scientific and mathematical background, but it is not as comprehensive as computer science or engineering requirements, and integrates business courses with technical courses while emphasizing the fastest growing segments of modern computer technology: web systems, database systems, and network analysis. Although the BSIT program is currently administered via Extended Education, students in the program take most of their required units as state-side classes, and about 12 units via extension courses, so the upcoming (2010) transition to state-side should be easy.

Since the introduction of the BSIT program (2004) the core CS courses typically have a mix of BSCS and BSIT students. This mix has been very beneficial to both programs since BSIT students have specific skills, typically of the "vendor-specific" type, that BSCS students typically do not have, while the BSCS students have a higher level of analytical skills to share. Being that both programs are relatively small, they have also helped each other by providing a sufficient number of students to run classes that might otherwise have been canceled due to low enrollment.

Along with advising and instruction for the computer science and information technology majors, the Computer Science Program also offers computer literacy and upper division interdisciplinary GE courses that service the full spectrum of student majors. This includes COMP 101 Computer Literacy, a required course (or its equivalent) for all CSUCI majors, and upper division interdisciplinary electives such as COMP 337 Survey of Computer Gaming, a popular course for all types of majors, COMP 447 Societal Issues in Computing, a popular course for all types of science majors, and COMP 449 Human Computer Interaction, a popular course for Psychology majors.

The Computer Science Program currently supports about 145 FTES per semester, having grown from about 30 FTES in 2002.

In addition to classroom lecture instruction, the Computer Science Program oversees multiple laboratories. The labs are used for computer programming (with specialized software), computer networks (with specialized networking workbenches and related gear, including routers, hubs and switches), embedded systems (robotics and other devices such as cameras and sensors), and servers (Mac, Window, and Linux) that provide a variety of services for instructional and research purposes. The Computer Science Program works closely with the CSUCI IT Division to maintain the labs and provide seamless network and other services to students, as well as efficient and timely equipment purchasing.

The Computer Science Program also:

- Manages its own website. The website, developed and maintained by Professor Bieszczad, has been mentioned by several prospective students, parents, and faculty members as a valuable resource:

http://oak.cs.csuci.edu/cms/

- Supervises approximately 10 student assistants each year. The assistants support open lab time with tutoring and technical services, including more advanced network and server maintenance and management.

- Offers co-curricular activities such as on-campus programming contests, trips to the regional ACM contests, and trips abroad to visit other universities. These activities are currently organized by AJ and Anna Bieszczad.

- Provides referrals for CS and IT students seeking jobs on the campus, typically with the IT Division.

- Provides referrals for CS and IT students seeking jobs with local industry.

- Supports the Minor in Computer Science.

- Supports the Minor in Computer Game Design and Development.

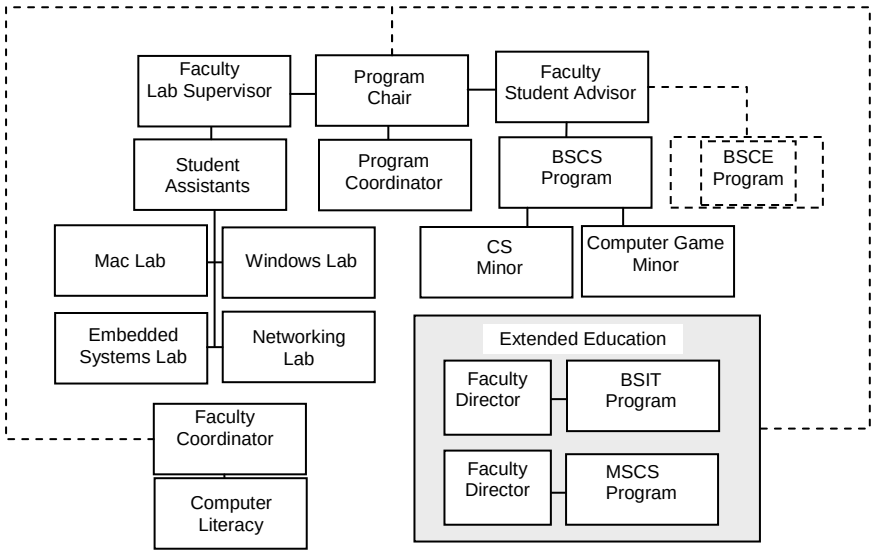

Figure 1: Overview of the Computer Science Program and its related parts. The Computer Science Program as we call it here at CSUCI might be called The Computer Science Department at other schools.

Computer Science Program Bylaws

2. Unit Mission Statement

The Computer Science degree offers the latest cutting edge education for various industrial and applied fields. Students are given a strong background in computer hardware and software, as well as substantial hands-on experience. The program stresses interdisciplinary applications in other sciences and business and prepares students for graduate studies.

3. Unit Membership and Administrative Assignments

3.1 Officers:

Program Chair
Program Coordinator (currently shared with Mathematics and Applied Physics).
Lab Coordinator
Program Advisor (major advising for students)
    Advisor for Minor in Computer Science
    Advisor for Minor in Computer Game Design and Development
Director of the BSIT Program
Director of the MSCS Program
Coordinator for Student Assistants
Coordinator for COMP 101 Computer Literacy
Program Website Manager
Program Employment Referral Advisor

3.2 Officer Responsibilities:

The duties of the Chair are those spelled out in the Handbook on the Roles and Responsibilities of Program Chairs; the Chair oversees the operations of all degree programs within the Computer Science Program and fulfills all personnel-related functions for all faculty within the Program.

The duties of the Program Coordinator are those spelled out in the Handbook on the Roles and Responsibilities of Coordinators; the Coordinator handles those duties as they relate to the BSCS degree, Minor in CS, Minor in Computer Game Design and Development. The administration of the BSIT and MSCS are handled by the Office of Extended Education.

The Program Advisor advises students in the BSCS, Minor in CS, and Minor in Computer Game Design and Development.

The Lab Coordinator supervises 1) the purchase of hardware and software for our 3 labs: Windows, Mac and Networking/Embedded Systems; 2) the installation of hardware and software in our labs (in collaboration with the IT Division); 3) a student assistant who performs system administration functions.

The Coordinator for Student Assistants supervises the several student assistants that we hire each semester for tutoring and other classroom and lab support functions. This includes scheduling of their time in the tutoring room.

The COMP 101 Computer Literacy Coordinator manages the delivery of the 15 or more sections of COMP 101 that are offered each semester. This includes the development of a consensus syllabus and a comprehensive exam that all students take at the start of each semester.

The Website Manager reviews, validates and posts the program information on the program website. This includes the information on each of our programs, as well as samples of student work and related activities.

The Program Employment Referral Advisor will process requests from local industry for student workers. This includes notifying students of prospective employers, including contact information and job specifications.

4. Officer Term and Term Limits

The Chair serves a 3-year term. All other officers serve on a yearly appointment, recommended by the chair and confirmed by a majority vote of all tenured and probationary faculty.

5. Votes of Confidence/No Confidence

Any tenured or probationary faculty member may call for a vote of no confidence in the Program Chair. The call may be made at any regularly-scheduled faculty meeting, or at a meeting called for the purpose by any tenured or probationary faculty member. A vote of no confidence will be taken by secret ballot by the same procedure specified for the election of the Chair. The results of a vote of no confidence will be reported to the Dean.

6. Election of Officers

All tenured faculty in the Computer Science Program are eligible to serve as chair. In the Spring semester of the last year of the current chair's term, the Dean or Associate Dean will send out a call for nominations for Chair. The list of nominees will be circulated to all faculty in the Program (tenured and probationary), with notice that the vote will be held between certain dates. On the first day of the election, the Program's Administrative Assistant will distribute ballots to all faculty eligible to vote.

The Program Advisor is appointed by the Chair.

7. Process by which officers are recommended to the Dean and Provost

For Chair: The results of the vote for Program Chair will be forwarded to the Dean by the Program's Support Coordinator. Included will be the names of all nominees, and the number of votes received by each.

8. Voting Rights

Only tenured and probationary faculty may vote in elections for Program Chair.

9. Officer Evaluation

The Program Chair will be evaluated in the Spring semester of her/his second year in office, following the Chair Evaluation Policy approved by the Academic Senate.

10. Process for Advising Assignments

The Program Advisor will be recommended by the Chair, as specified above. The Program Advisor will advise all BSCS majors and minors and all Computer Game Design and Development minors.

11. Process for Assessments Assignments

The tenured and probationary faculty of the Program will elect an Assessment Committee. The Assessment Committee will work with the chair on all Program assessment activities, including advising the chair on how any assigned time allocated for assessment activities should be distributed among program faculty.

12. Process for other Assigned Time within the Unit

The Chair will consult with the Program's Faculty Committee (see below) about the distribution of other assigned time within the Program.

13. Process for assigning other duties beyond teaching

The Chair will consult with the Program's Faculty Committee (see below) about the assignment of other duties within the Program.

14. Program Faculty Committee

The tenured and probationary faculty of the Program will elect a Faculty Committee to deal with all personnel matters. Only tenured faculty are eligible to be elected. The Program Faculty Committee will have 2 to 5 members, depending upon the number of tenured faculty in the unit. If the unit has no tenured faculty beyond the Chair, the probationary faculty will vote on one or more faculty from outside the program to serve on this Committee.

Computer Science Program Bylaws

15. Program Personnel Committee

The PPC will be constituted according to the process outlined in the PPS document. The PPC within the Program will be reconstituted or reaffirmed each year.

16. Temporary Faculty Evaluation Committee

The Program Faculty Committee will serve as the evaluation committee for fulltime lecturers. The Chair will serve as part of the committee for this purpose.

17. Amending the PPS

The Program Faculty Committee (PFC) will work with all tenured and probationary faculty to develop the initial Program Personnel Standards. The Chair will serve as part of the PFC for this purpose. After the PFC has consulted with program faculty about the PPSs, it will circulate a draft of the PPS sand request feedback. After considering all feedback received, the PFC will vote on adopting the PPSs, and will subsequently forward them to the Office of Faculty Affairs to begin the review process. After the initial PPSs are approved, the PFC may modify them by the same process as their initial creation.

18. Number of Classes Evaluated

All tenure track and probationary faculty select a minimum of two courses per year. All Part-time faculty, every course every semester. All Full-time lecturers, every course for the first year, then two courses annually thereafter.

19. Class Evaluation Process

Student evaluations of teaching shall be administered according to the university's policy on student evaluations. All faculty, tenured, probationary and temporary, will also have a minimum of one peer observation of a class. Each faculty member will consult with the FPC to arrange for a peer observation. (Faculty may arrange additional observations without consultation with the FPC). For online classes, a "peer observation" will consist of a review of: a) the online materials provided to students; b) the online processes by which students engage in class material and interact with the instructor and other students; and 3) a review of the methods used to assess student performance (e.g: How are exams administered and authenticated?).

20 Shared Governance

The Computer Science Program concurs with the principles of shared governance as manifested in various CSU and CSUCI policies.

21. Rights of Program Faculty

Computer Science Program Bylaws

The Computer Science Program concurs with the principles of "faculty rights" as manifested in various CSU and CSUCI policies.

22. Process for Curriculum and New Course Decisions

The tenured and probationary faculty will elect a Curriculum committee. The Chair is eligible to be elected to this committee. The committee will have 3 or 5 members. If there are 3 or fewer tenured and probationary faculty in the program, it will constitute a committee of the whole. The Curriculum Committee will approve all curriculum and course proposals, and revisions.

23. Criteria for Program Honors

Students may be nominated for Program Honors by any faculty member, tenured, probationary, or temporary. Students GPA overall, and GPA in the program will be one of the criteria used to make the selection. At a regular faculty meeting, or a special meeting called for the purpose, the nominators will speak about the qualifications of their nominee(s). Subsequently, all full time faculty, tenured, and probationary, will vote (each faculty member will have one vote) on the student to receive Program Honors. The high vote getter will be awarded Program Honors.

24. Participation of FERP Faculty

FERP faculty are eligible to serve on all Program committees while they are in active employment status. FERP faculty are not eligible to serve as Program Chair. FERP faculty are not eligible to serve on Program Personnel Committees.

25. Process to amend unit bylaws

Any tenured or probationary faculty member wishing to propose an amendment to the Computer Science bylaws may do so at a regularly scheduled faculty meeting of the Program, or at a special meeting called for the purpose. Amendments shall be approved by a 2/3 majority of the tenured and probationary faculty in Arctic Studies.

26. Bylaws shall be approved by a simple majority of the tenure track faculty in the unit.

27. Unit bylaws shall be approved by the Dean.

28. Unit bylaws shall be approved by the Provost.