The first topic on the agenda was an overview of the Advanced Cybersecurity Experience for Students (ACES) Program presented by Michel Cukier from the Engineering College and a member of MC2 (see attached document). The development and approval of the program was put on the ‘fast-track’ by the Deans of Engr and CMNS. The intent is that for ACES I, students will be selected this academic year (2012 – 2013) with a start date of fall 2013. The program was funded by Northrop Grumman at $1.1M for a three year period. There are two segments of the program, ACES I and ACES II. ACES I will be composed of 40 – 45 students, it represents a 14 credit citation upon completion of a 2 year program. The program is a living-learning experience which will ultimately be housed in a new building, Prince Frederick Hall, upon completion of construction around 2014. Two thirds of the hall will provide housing for ACES students and Digital Learning students who are from another campus department. Labs will also exist within the building with special seminars provided similar to other living-learning programs. In the interim, students will be housed in LaPlata Hall.

Please refer to the power-point document on ACES I and II for details concerning the program goals, curriculum, and additional learning/work/research experiences to be provided to students by the program.

The second agenda topic covered Undergraduate Benchmarks, which was presented by Alan Sussman. Because this is a topic discussed by the committee dating back to the last academic year, Alan presented an explanation of why it is important for the committee to provide agreement on what has been proposed. The college/campus has been pushing for the Computer Science Department to establish official benchmarks and the attached document reflects some changes made during the past year. The primary goals are:

1. Establishment of clear expectations for undergraduate students.
2. Objective criteria for evaluating student progress

Please refer to the attached slides on the implementation process.

The hope is that the benchmarks will provide the undergraduate advisors with leverage to identify students earlier in their programs if they are not being successful.

A motion was made and seconded to accept the benchmarks as recommended. The motion carried with 30 in favor, 1 negative vote and 1 abstention.

The third topic was presented by Neil Spring, “Program Requirements for CS Honors Program” (see attached document). The proposal changes the need for the student’s overall GPA from 3.0 to 3.25, adds a requirement for an oral defense, adds coursework requirements, and codifies some policies. Neil emphasized that the changes will be
implemented over time (not able to do so immediately). The proposal will bring the honors program for the department in line with other campus standards and, hopefully, will result in having a greater number of students’ work publicized. This will help the students when they apply for a job upon graduation or for graduate school admission. It will also help the department by demonstrating the level of research being conducted by the best undergraduate students.

**A motion was made and seconded to accept the Honors Program as outlined in the attached document. The motion was unanimously passed.**

Jeff Foster made an announcement about the *Grace Hopper Conference* which is being held in Baltimore at the beginning of October. A large number of undergraduate and graduate women are planning to attend. The department is sponsoring a booth which will be manned by students and Jenny Story so that anyone who has questions regarding the graduate program can provide information. There isn’t much time for preparation but faculty ideas are welcome and anyone else who is interested in volunteering should contact Jeff, Jenny or Jan Plane who is coordinating conference details.

The **last agenda topic** was presented by Jeff Foster, “**Discussion of Graduate Program Requirements**”.

1. Jeff reminded all professors that **syllabi must be posted on web sites at least one month in advance of the semester.** This is to help students decide on course registration. There should be a link from the dept’s web page. Because some professors list this information from their home web pages, Jeff will contact Todd and determine how this information can be linked to the dept web page.

2. The **student admissions process will begin earlier this year** than in the past. Jeff intends to begin the review as of January 2 for fall 2013 incoming graduate students. Jeff will soon be forming the admissions committee so expect to hear from him soon. He also wants to involve more graduate students in the process than have participated in the past. If this is successful, he will formalize this process for the future.

3. **Rules for Ph.D. defenses (see attached document)** …Jeff mentioned that in recent years the graduate school has emailed a summary of policies and procedures to student defense chairs and dean’s representative on each committee. Some of the points that were emphasized in the material included information on committee preparation, identification of the dean’s representative, student presentations, and the determination of ‘passing’ or ‘failing’ a dissertation defense.

Under “student presentation, which defines who may attend the defense, Part 2 further states that only members of the committee shall be permitted to ask questions during this portion of the defense. Departments/programs may vote to establish a policy to have Part 2 open only to members of the Dissertation Examination Committee and other members of the Graduate Faculty. Note that we may permit other CS graduate students to attend Part 2. However, in most defenses the students are asked to leave during Part 2. The question put before
the Education Committee was, “Should we adopt a rule that Part 2 should always be closed to students”?

A motion was made and seconded to not permit students to attend Part 2 (closed session). The motion was unanimously accepted with no negative votes or abstentions.

The meeting was adjourned at 3:15pm.