Minutes of the Executive Committee Meeting, 3-12-04

Attendance:  S. Artemov (GC), T. Brown (Executive Officer, GC), G. Jung (Lehman College), Y. Kong (Queens College), L. Leung (student), A. Mboho (Student), S. Shankar (Hunter College), M. Tausner (CSI)

1. The minutes of 12-5-03 Executive Committee meeting were approved.

2. T. Brown informed that the Multiple-position reports needed to be approved by this committee. They were.

3. T. Brown reported on the outcome so far on pressing the members of the CS doctoral faculty to report on their research activities 2002-03. All but a handful of faculty have responded. Motioned was made and unanimously approved that letters should be sent to those who did not respond yet.

4. There are still three cases pending of faculty who have now gotten tenure and have not been reviewed for membership (S. Dexter, D. Kopec, and P. Ma). Their cases are being postponed till next meeting. Letters will be sent out to ask them to submit copies of their recently published or accepted papers.

   T. Brown suggested various ways that teaching in our program could be reviewed for the benefit of the teachers and students. A motion was made to review first level courses and that the results would be made available to the teacher and the executive committee. Passed unanimously.

5. T. Brown made a motion that after the first year as a third level student, each third level student’s mentoring committee would need to sign off on a student’s progress report once a year for him or her as part of the registration process. Vote: Yes - 7, Abstain - 1

6. T. Brown informed us that Thursday’s colloquium was well attended. He suggested that he will try to have our other seminar courses also on Thursdays so as to attract students to be here all day.

7. G. Jung suggested that scheduling decisions be made earlier than are currently done on what courses will be offered so other colleges can better plan.

Respectfully submitted,

Lin Leung