

Computer Science Department
August 13, 2026
1:00 PM – 3:00 PM
RTC-310 Conference Room, Virtual

Convener: Dr. Samuel Olatunbosun, Department Chair.

Recorder: Brenda Anyanwu

*Excused

FULL-TIME FACULTY	ADJUNCT FACULTY
☐ Dr. Musbah Abdulgader	☐ Ms. Krystal Belfield*
☐ Mr. Stuart Anderson	☐ Ms. Rachel Bonas*
☐ Dr. D’Nita Andrews-Graham	☐ Ms. Kathy Brothers*
☐ Ms. Anees Begum	☐ Mr. Richard DePaulo*
☐ Dr. Clint Cuffy	☐ Dr. Tonya Fields*
☐ Dr. Felicia Doswell	☐ Ms. Sandi Samuel*
☐ Dr. Jonathan Graham	☐ Mrs. Dawn Santiago*
☐ Dr. Cheryl Hinds	☐ Mr. Duane Seward*
☐ Dr. Mary Ann Hoppa	☐ Mrs. Katherine Tupac- Yupanqui*
☐ Mrs. May Hou	
☐ Dr. Yen- Hung Hu	
☐ Dr. Thorna Humphries	
☐ Dr. Shandler Mason	STAFF
☐ Dr. Rasha Morsi	☐ Ms. Brenda Anyanwu
☐ Dr. Kingsley Nwosu	☐ Mr. Datrell Brown
☐ Dr. Samuel Olatunbosun	☐ Mrs. Tiffany Burnes
☐ Dr. Isaac Osunmakinde	☐ Mr. Charles Scott
☐ Dr. Claude Turner	☐ Mr. Wei Wang

Meeting Agenda

1. Welcome

1.1. All

1.2. New FT Faculty/Staff

1.2.1. Dr. Shandler Mason

1.2.2. Ms. Tiffany Burnes

2. Updates (Summer Activities, Grants, etc. - Faculty to share their summer activities, good news, and accomplishments, quick 1 minute per person

3. Semester Startup and Reminders

3.1. Courses

3.1.1. Blackboard Shells should be available now to Faculty.

3.1.2. Mandatory to open it up for ALL students by day 1 of classes.

3.1.3. Make sure students who are registered for courses have met the prerequisites.

3.1.4. Grading schema and CS Department standard. egative grades

3.2. Office Hours

3.2.1. Reminder – 2 office hours per course (except for overloads)

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3.2.2. Office hours must be face-to-face unless it is an online class or other special circumstances when virtual meetings should be considered.

3.2.3. Faculty must inform students regarding their office hours. This should be stated clearly in the syllabus. Paste your schedule including office hours on your doors.

3.3. Syllabi

3.3.1. Submit to Ms. Anyanwu ASAP. Latest by COB Friday, August 28, 2026

3.3.2. Upload also to **SAVES** ASAP. Target Friday, Aug 28 COB as the deadline.

4. Reminders

4.1. Freshmen Convocation – Thursday, September 17, 2026: Regalia wearing required. Classes usually suspended from 11.30 am – 2.00 pm.

4.2. Deadline to apply for December 2026 Graduation – Friday, Sept. 18, 2026 – Ms. Anyanwu

4.2.1. Teams Folder – Ms. Anyanwu

5. Registration of Advisees (Juniors, Seniors only)

5.1. Advisor/Advisee Listings will be available in Colleague. Prepare for late registrants next week!

5.2. Advisors will be responsible for registering their advisees.

5.3. All students who are seniors will be contacted and advised to meet with their advisors

5.4. EVAL audits for students planning to graduate within one year now are mandatory!

5.4.1. Respond to your student advisees' email messages. Ditto for students in your classes.

5.4.2. Use the planning tools, email, Zoom/Teams, or in-person meetings to meet the student registration and other needs.

6. Current and Upcoming Activities

6.1.1. **Tentative Meeting with all CS Major Students – Thursday, September 24, 12.30 noon – 1.30 pm.** Reintroduce Faculty/Staff. Discuss Teaching Research areas. Provide additional important information.

6.1.2. **Fall 2026 Competitions for Students and Participation in External events/Programming Challenges** – Faculty facilitators encouraged. I will send email announcements when others are known.

7. Old Business

7.1. New Office Assistant/Administrator Hired – Congratulations to Ms. Tiffany Burnes!

7.1.1. Copy both Ms. Anyanwu and Mrs. Burnes in your emails always to me for faster processing (especially those requiring signature and approval).

7.2. New Full-Time Faculty Hiring will restart immediately (2 new faculty, short list by December, Full hiring must be completed by April 2026).

7.3. New adjunct faculty hired. I will provide the information once all pending hiring is completed.

8. Faculty Announcements/Reports

8.1. Workday Discussion

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8.2. Selected High Impact Practices Initiatives for CS Department – Dr. Olatunbosun

8.3. Update on CS-website: Dr. Osunmakinde

8.4. Cybersecurity Capstone students for the Fall semester – Dr. Hoppa

8.5. Training opportunity – Micro credentials – Dr. Morsi

8.6. I.T. Program/Curriculum Discussion – Dr. Nwosu

9. IT Report – Mr. Wei Wang

10. Other announcements

10.1. **Calendar – All University Classes resume virtually after Thanksgiving break.**

10.2. Virtual Final Exams scheduled: Mon. Nov. 30 – Fri. Dec 04, 2026. Students are not expected to return after Thanksgiving break

10.3. Student Additional Departmental Scholarship Opportunities

10.3.1. FLAME Scholarship – Dr. Turner???

10.3.2. Other Scholarship(s) – Faculty???

11. Committees

11.1. CS Department Sub Committee Assignment announcement in the works and will be announced soon- Shareable copy will be in Teams when completed.

12. Faculty whose names are highlighted in RED in the table above should please wait for an additional five minutes an important discussion (briefly).

13. A.O.B.

14. Adjournment

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Academic Calendar
Fall 15-Week Semester 2026

Date	Event
Tuesday, August 11 - Friday, August 14, 2026	State of the University Address/Faculty/Staff/School/Department Meeting/Workshop
Thursday, August 13 – Saturday, August 15, 2026	Departmental Advising and Registration
Saturday, August 15, 2026	Classes Begin/Late Registration
Friday, August 21, 2026	Deadline for Late Registration/Modifying Courses/Declaring Audit
Friday, August 21, 2026	Deadline to Drop a Course and Receive a 100% Refund
Monday, September 7, 2026	Labor Day Holiday (No Classes)
Thursday, September 17, 2026	Freshman Convocation
Friday, September 18, 2026	Founders Day
Friday, September 18, 2026	Deadline to Apply for December 2026 Graduation
Tuesday, September 22, 2026	Fifth-Week Advisory Grades Due
Thursday, October 08 – Friday, October 9, 2026	Fall Wellness Break (No Classes)
Tuesday, October 13, 2026	Mid-Term Grades for Graduate Courses Due
Monday, October 26, 2026	Registration for Spring 2027 Semester Begins
Tuesday, October 27, 2026	Tenth-Week Advisory Grades Due
Tuesday, November 3, 2026	Election Day & Reading Day
Tuesday, November 17, 2026	Deadline to Drop a Course
Tuesday, November 24, 2026	Last Day of Classes (Last Day to Officially Withdraw from the Semester)
Tuesday, November 24, 2026	Final Grades Due for December 2026 Graduates
Wednesday, November 25 – Sunday, November 29, 2026	Thanksgiving Break (No Classes)
Monday, November 30 – Friday, December 4, 2026	Virtual Final Examination Period
Tuesday, December 8, 2026	Final Grades Due
Wednesday, Dec. 9 - Friday, Dec. 11, 2026	Faculty Workshops

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Academic Calendar
Spring 15-Week Semester 2027

Date	Event
Tuesday, January 05 – Friday, January 8, 2027	University/Faculty/Staff/School/Department Meetings/Workshops
Thursday, January 7 – Saturday, January 9, 2027	Departmental Advising and Registration
Saturday, January 9, 2027	Classes Begin/Late Registration
Friday, January 15, 2027	Deadline for Late Registration/Modifying Courses/Declaring Audit
Friday, January 15, 2027	Deadline to Drop a Course and Receive a 100% Refund
Monday, January 18, 2027	Martin Luther King, Jr. Day (No Classes)
Friday, February 5, 2027	Deadline to Apply for May 2027 Graduation
Tuesday, February 16, 2027	Fifth-Week Advisory Grades Due
Tuesday, February 16, 2027	Spartan Wellness Day (No Classes)
Tuesday, March 9, 2027	Mid-Term Grades for Graduate Courses Due
Monday, March 8 – Sunday, March 14, 2027	Spring Break (No Classes)
Monday, March 22, 2027	Registration for Summer and Fall 2027 Begins
Tuesday, March 23, 2027	Tenth-Week Advisory Grades Due
Friday, April 9, 2027	Spartan Wellness Day (No Classes)
Tuesday, April 20, 2027	Deadline to Drop a Course
Wednesday, April 28, 2027	Final Grades for May 2027 Graduates Due
Friday, April 30, 2027	Last Day of Classes (Last Day to Officially Withdraw from the Semester)
Saturday, May 01 – Friday, May 7, 2027	Final Examination Period
Saturday, May 8, 2027	Commencement
Tuesday, May 11, 2027	Final Grades Due