TOWSON UNIVERSITY

Computer and Information Sciences

FACULTY INFORMATION GUIDE – SPRING 2026

8000 YORK ROAD
TOWSON, MD 21252
410-704-2633

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Administrative Staff

Jennifer Brown *Administrative Assistant II*
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Angela McDermott *Department Coordinator*
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- Department Telephone Coordinator
- Department Key Coordinator
- Student Employee Hiring Paperwork Coordination
- Faculty Search/Taleo Coordinator
- Processing Expense Vouchers
- Faculty/Student Travel Approver
- Grants (paperwork, awards)
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Tim Schneider *Degree Advising Specialist*
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- Transfer Advising Program
- TUNE Student Advising
- TUNE and Community College Outreach
- TUNE Open House
- Course Articulation
- (2+2) Agreements
- Prospective Transfer Students
- Sabbatical Advisor

Nichole Mason *Academic Advising Specialist*
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- Sophomore and Change of Major Advisor
- Student Retention and Outreach
- Freshmen Advisor Liaison
- Faculty Advising Contact
- Study Abroad/Away
- Open House and Department Tours
- Prospective Students
- Sabbatical Advisor

Bruce Laws *Career Advising Specialist*
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- Graduation Clearances/Senior Exit Surveys
- Student Club Coordinator
- Student Retention and Outreach
- Career-Related Events/Workshops
- Career and Internship Opportunities
- Career Center Liaison
- LinkedIn/Outreach
- Sabbatical Advisor

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- Graduate Program Admissions
- Prospective/Current Grad Student Inquiries
- First Tier Advising
- Change of Graduate Program Track
- Graduate/Doctoral Course Scheduling
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- AIT Case Study/COSC 880 Proposal & Registration Coordination
- Graduate/Doctoral Contracts
- Graduate Program Data

Heather Bohle *Director of Academic Services*
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- Departmental Advising Director
- CIS Advising Hub/Student Advisors
- Undergraduate Scheduling
- Workload/Overload
- Adjuncts/New Instructors
- Course Prerequisites
- Curriculum Sheets/CIM
- Catalog/Academic Requirements
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- Marketing/Social Media Management

Tech Staff

Kyle Cummings *Computer Resources Manager*
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Sam Peacock *Lab Systems Administrator*
(x4-3177) speacock@towson.edu
Justin Stern *IT Lab Coordinator/Primary Math Contact*
(x4-3502)

- Classroom technology support (CIS-TechHub@towson.edu)
- Technical assistance
- Teaching lab administration
- Research project support
- Instructional software installation
- Platform/IDE/applications technical support
- VMs, accounts, and documentation
- Networked printer maintenance
- Magnetic-Card Access (**Justin**)
- Department website (**Kyle**)
- System and network security
- Software license maintenance and distribution
- New computer, peripheral, supplies
- Tutors and Lab admins (**Kyle**)
- Lab/Classroom Scheduling (**Justin**)

Department Information

Keys

Please see Angela McDermott to obtain an office key and mailroom key.

Magnetic Swipe Card Access

Contact Justin to obtain mag card access to the department entry hallways on the fourth floor of 7800 York Road and to your classroom areas.

Schedule of Office Hours

You were sent an office hours' template via email. Please post this with your available hours on the bulletin board located outside your office door. Adjunct faculty should send their office hours schedule to Jennifer Brown (jjbrown@towson.edu) within the first two weeks of each semester.

Office Cleaning/Repairs

Housekeeping does not have key access to your office. Please leave trash cans outside your office at the end of the day for housekeeping to empty in the morning. Should your office require cleaning, please contact Jennifer Brown (jjbrown@towson.edu) or Angela McDermott (amcdermott@towson.edu) in the front office.

Copier Access/Printing Services

The copier is located in YR460. Please limit copying on this machine to 15 copies. If you have larger printing jobs that need to be done (tests, exams, etc.) please use the Quick Copy Forms located next to the copier or the Printing Services website.

Please see Angela or Jennifer for the budget code.

Office Supply Needs

Please see Angela if you need office supplies (pens, pencils, markers, chalk, folders, etc.)

Mailbox

Faculty: Your mailbox is located in YR 406D by Last Name.

Adjuncts: Your mailbox is located in the copier room by Last Name (YR 460).

Quick Reference Numbers

Admissions	4-2113
OTS (help desk)	4-5151
Registrar	4-2096
Registration	4-2701
Work Control	4-2481
Housekeeping	4-2610
Zinah Aldulaimi	4-3027
Dept. fax	4-4581
Faculty fax	4-3868
Lab rm. 309	4-4784
Lab Admins	4-4773
TU Police	4-4444

Copier Codes

Full Time Faculty	04020
Part Time Faculty	04015

7800 YR Classrooms and Labs

Teacher's console and student PCs:

Instructions for operating the projection system are posted in 7800 YR classrooms and teaching labs. Please feel free to see Kyle Cummings if you would like instructions or a demo of those systems.

If you have any classroom technology problems, please contact the full-time technical staff.

Closing:

1. Ask students to log off their PCs, straighten their chairs and work areas, and take their trash and personal belongings with them when they leave.
2. *** Erase Front Boards. ***
3. Logoff and press "Finish" on the console to power down the Projection system.
4. Turn off lights and close lab or classroom doors.

Food and Drinks:

> ***Drinks in screw-top bottles or hard-plastic spill-proof containers only.***

> ***No pizza, food, or easily spilled drink containers, please use the hallway area for food and drinks.***

Only the CIS Conference room and Atrium are available for events, providing pizza.

Please help enforce this policy with your students throughout the semester.

Fire Drill Procedure

In the event of a fire drill or any such occurrence necessitating evacuation of the classrooms or computer labs, please follow this procedure:

Exit the building via the nearest stairway, turn off room lights, and close any doors behind you.

If you're teaching in any of the classrooms or labs, please calmly inform all students that they must:

- ✓ Exit the labs, classrooms, and the building quickly and quietly via the nearest stairwell; and
- ✓ Take their personal belongings with them

Tech Resources

CIS-TechHub

SharePoint site: https://www.towson.edu/cistechhub

This site provides HOWTO documents, IDE packages, and VMs for your coursework at home. The VMs are 8-10GB and may take extra time to download. Contained with each VM is a PDF file with OS and installed package information, along with user and admin access credentials.

The site also provides information on accessing drop-in tutoring.

Email for faculty and staff: cis-techhub@towson.edu

FACET Workshops

These workshops will provide you with the skills to design an online course and the resources needed to provide quality online instruction. FACET recommends "alternative" and "authentic" assessment options, and modifying the weights of exams, assignments.

FACET workshops on course design

Email: FACET@towson.edu

Telephone: 410-704-2005

Webex Meetings

Webex Meetings is a web-based, collaborative technology that allows users to share resources (documents, desktops, web-browsers, etc.) remotely and communicate with each other using voice, video, and chat.

Quick Reference Guide

Webex Meetings login

Faculty Lecture Capture Guidelines

Zoom

Zoom is a cloud-based video communications app that allows you to set up virtual video and audio conferencing, webinars, live chats, screen-sharing and other collaborative capabilities.

Zoom is available to TU students, faculty, and staff.

Zoom Login: zoom.towson.edu

[Getting Started](#)

[TU Virtual Backgrounds](#)

BlackBoard

Blackboard is TU's method of delivering Fully Online, Hybrid and Web Supported Classes. Instructors can use as few or as many of the tools available within the Blackboard environment as needed.

The TU Blackboard team provides Towson University-specific documentation for using Blackboard. All TU courses that exist in PeopleSoft can be moved to an online format through Blackboard. Use these [resources](#) to get started.

Phone Support:

Speak with a TU Blackboard team member during hours of operation:

- Faculty/Staff call 410-704-5151, option 2, then 4

Panopto

Panopto is an instructional recording capture tool offered by Towson University. Video capture allows anyone to record a presentation, lecture, audio clip, or screen recording and make it available for future playback.

[Quick Reference Guide](#)

Panopto Support

- Create a case about your issue or start an online chat at https://support.panopto.com/
- Email Panopto at support@panopto.com

Final Exam Schedule

The Final Exam Schedule for the CIS Department courses can be found on SharePoint and will also be emailed out at the beginning of the semester. This schedule should be used for synchronous exams. Please email jjbrown@towson.edu with any questions about the exam schedule or if you require a lab or some other type of room accommodation for your exam(s).

Grading

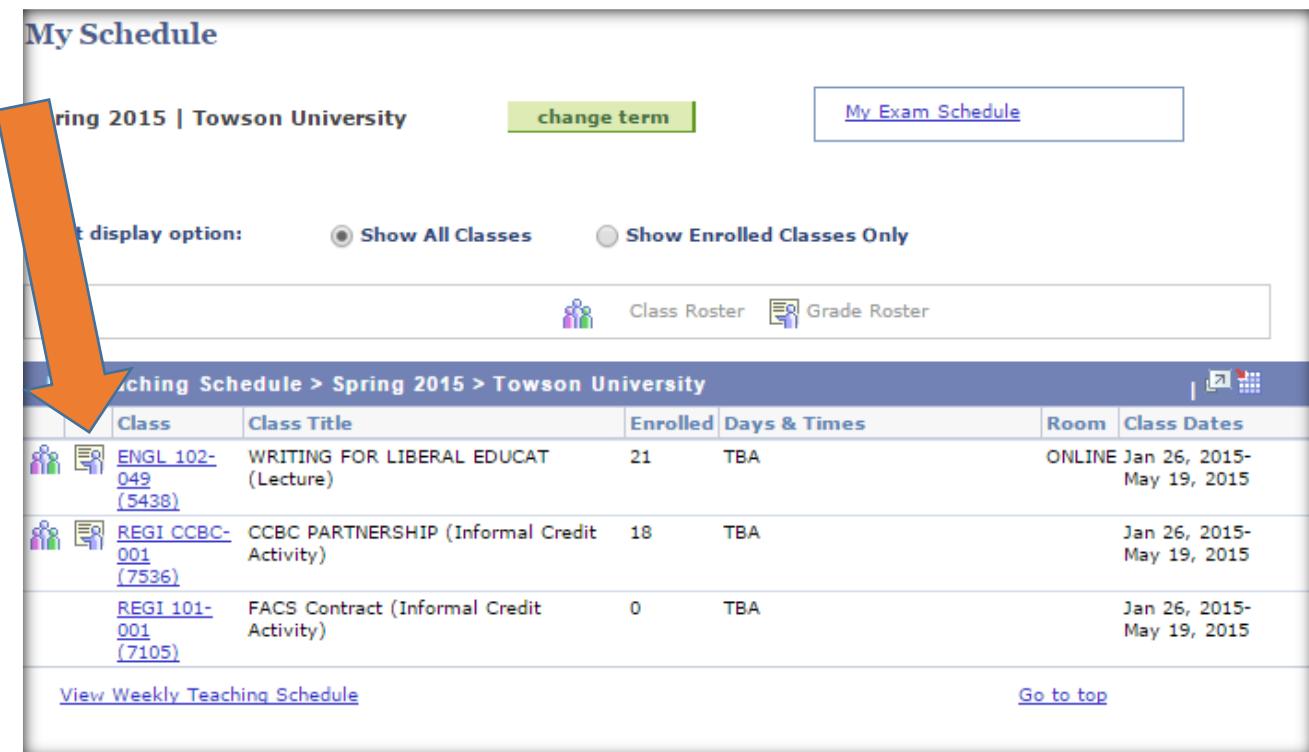In your Faculty Center – in My Schedule – select the tab for grade roster.
If the correct term is not showing Click "change term."
If the correct class is not showing Click "change class."

Grade Rosters are created a week or two before Final Exams begin. The Registrar's Office will send a reminder to departments. You have 72 hours after the last Final Exam to post grades.

If your class ends before the regular term ends and you need your Grade Roster created in advance, please contact the Registrar's Office at 410-704-2097.

(Note: If you post grades in your Blackboard site, this does not mean your grades are officially posted. Grades must be posted via your account in Online Services.)

Click this icon **to access your grade roster.**

The icon will be activated only after Grade Rosters have been officially generated.

Inputting Grades

Type the grade in the Grade Input column or use the lookup glass to see grades that are valid for the course. For example:

<u>Grade Input</u>   <u>Description</u>

A	SUPERIOR
A-	SUPERIOR
B+	ABOVE AVERAGE
B	ABOVE AVERAGE
B-	ABOVE AVERAGE
C+	AVERAGE
C	AVERAGE
D+	BELOW AVERAGE
D	BELOW AVERAGE
F	FAILURE
I	INCOMPLETE.

Incompletes are not encouraged but can be issued for verifiable medical reasons or documented circumstances beyond the student's control.
After 180 days the I grade will change to an F.
Let the student know s/he does not need to register for the class again.

FX FAILURE NON-ATTENDANCE
    [Click the link to "FX Notes" to add the last date of attendance or to note that a
    student never attended.]

Mainly for graduate classes:
    S SATISFACTORY
    U UNSATISFACTORY
    IP INPROGRESS
    =========================
    Grading Used for Developmental Courses:
    SX SATISFACTORY
       [units do not count towards degree and are not calculated into the GPA]
    UX UNSATISFACTORY
       [not calculated into the GPA]
    =========================
    W This grade is issued when a student drops after Change of Schedule.

Audit Option (AUD)
- The audit option must be approved by instructor before the end of the Withdrawal period.
- If student successfully completes the audit, AU grade is posted.
- If the student does not successfully complete the audit, AUX grade posted.

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Pass Grading Option (P/NP)
- You must assign an actual grade. The PeopleSoft system will change the grade you assigned on the student's record.
- If the student earns "C" or above a PS will show on their record and it will <u>not</u> be calculated into their GPA.
- If the student earns "D+" or below, the actual earned grade will be on the transcript and will be calculated in their GPA.

When the grades are completed on the grade roster:
Click "Save" at the bottom of the screen.
Click the Dropdown menu for Approval Status. Change to Approved.
Click "Post." [The Post box will appear after the grade roster is Approved.]

Changing Grades

PeopleSoft Grade Change

The instructor can change a grade for an individual student until the end of the 72 hours.

Once your grades are posted, you can see the button named "Request Grade Change" pop up.

Click REQUEST GRADE CHANGE.

Change grade and click "Submit."

If you need to change a grade after it has been posted, the new grade will show in the Official Grade column. The original grade will remain on the grade roster in the Grade Input column.

After the grading period, a Change of Grade form must be submitted to the Registrar.

Initiating a Change of Grade Request

Instructors must initiate any change of grade by sending the **student's name, email, and TU ID** number to jjbrown@towson.edu. Jennifer will initiate a form which you will then be prompted to complete via DocuSign for each grade change request and include an explanation. The approval and notification process will be handled electronically.

The details of this process can be found in the following steps:

1. **Instructors**
   Request change of grade form from Daria. ***Provide student's name, email and TU ID number.*** *Students should never request these forms from admins directly. No forms can be processed until I receive all three pieces of information.*

2. **Administrative Assistants**
   Generate the change of grade form for each faculty request by initiating the Change of Grade DocuSign form. Submit initial forms to faculty requestors for further details and explanation.
   Admins only fill out the information for instructor, chair, and student contacts, so I do not need the course number, term, new grade, etc.

3. **Instructors**
   Notified by email that DocuSign form has been created. You will be prompted to click a link in the email to proceed online.
   - Add term/year, Subject/Catalog #/Section, Units, current grade and new grade requested.
   - Add explanation as justification for grade change
   - Sign form using electronic signature and select **Finish** to submit to the Chairperson for approval

4. **Chairs**
   Render approval on appropriate forms and forward to Records and Registration.

5. **Registrar's Record Office**
   Process and approve requests.
   - *Final copies of this form are automatically forwarded to the administrative assistant, instructor, chairperson and the student accordingly.*
   - *Note: If the grade change request is past one full year, it will be sent to the Academic Standards Committee for further review*

Academic Integrity Violations

If an instructor has evidence that a student's class-related behavior constitutes a violation of the Academic Integrity Policy, the faculty member may determine the course-related sanction to be imposed against the student, up to and including failure for the course. A DocuSign form must be sent to Student Conduct stating the imposed sanction and informing the student of his/her right to appeal. A student who is found responsible for two or more violations of the academic integrity policy is subject to suspension from the university.

If you have additional questions or need more information, contact the Office of Student Conduct and Civility Education, Administration Building, Suite 236, or call 410-704-2057.

Steps to submit an Academic Integrity Violation:

1. **Inform the Student**

Dear <student name><student ID>:

I have found that your <assignment 3> was plagiarized from the web (or copied from another student). As required in the instructions, this was an individual assignment/exam and outside sources were not allowed.

Per the syllabus, I am assigning a zero in <Assignment 3>. If you have an explanation for this violation, please reply back. If I do not find your explanation appropriate, then I will report this violation as outlined here: http://bit.ly/TUIntegrity

Regards,
Faculty

2**. Wait for student to respond for at least 72 hours.**

3. Notify Mike and Heather by email of academic integrity violation.

4. Fill out the DocuSign form at the following link: https://towsonu.tfaforms.net/218320

- Under Name of the Dean of the College, put Associate Dean (Dr. Ming Tomayko)
- Student should appeal to Department Chair (Dr. Mike McGuire)

5. Student Conduct adds it to the student's file.

Faculty is done at this point.
If the student reaches out to you, direct them to the chair.

Student Resources

There are many resources available for students currently at Towson University and for prospective students who are considering enrolling at Towson. Please direct students to the appropriate person or department below.

FCSM Advisor

Students should be referred to Zinah Aldulaimi if they are struggling academically, have repeatedly missed advising sessions, or need additional academic resources.

> **Zinah Aldulaimi**
> FCSM Academic Advisor
> zaldulaimi@towson.edu
> 410-704-3027

CIS Advising Hub

The CIS Advising Hub located in YR207 is run by computing majors in our department. Student Advisors can help with course selection, degree planning, change of majors, transfer petitions, and general advising. Student led meetings and workshops are also held throughout the semester to help students build degree plans and learn more about our majors.

In addition to in-person help our Student Advisors also offer the following services:
> -Online Chat (pop up box on CIS Advising webpage)
> -Zoom (linked on CIS Advising webpage)
> -Email (cisstudentadvisor@gmail.com)
> -Phone (410-704-4776)

Academic Advising

Students who have an Academic Warning Hold on their account should be referred to Zinah or Academic Advising.

> advising@towson.edu
> 410-704-2472

Tutoring

The Department of Computer and Information Sciences provides peer tutoring support for students taking courses in our department free of charge on a walk-in basis for approximately twenty hours per week during the fall and spring academic semesters in the TechHub.

Located across from YR401 in the TechHub

> 410-704-4773

We currently provide tutoring support for the following 100 and 200 level courses:

- COSC 175 General Computer Science
- COSC 236 Computer Science I
- COSC 237 Computer Science II
- ITEC 231 Web Technologies
- ITEC 274 Systems Administration

Career Center

The Career Center at Towson University offers students one-on-one career counseling, self-assessment tests and online resources, help mastering the art of the interview, creating an impressive resume, and developing a professional image to give students a competitive edge.

The Career Center also works to build relationships with employers and help them connect to Towson's 22,000-plus talented and motivated students.

FCSM Career Center Staff

> **Tanja Swain**
> Assistant Director, STEM Career Education
> tswain@towson.edu
> 410-704-3224

Handshake

Career Network for students to connect with employers

Towson.joinhandshake.com

Writing Center

The Writing Center provides individual writing support to all members of the Towson community, including undergraduate and graduate students as well as faculty and staff members. They work with writers at any stage of the writing process from brainstorming to polishing a final draft.

Writing assistants work with writers to develop and organize their thoughts, sharpen their focus, and communicate their ideas more clearly and precisely. They support writers with any type of writing project, whether a PowerPoint presentation for a sociology class, a lab report for biology, or a resume for a summer internship.

To Meet with a Writing Assistant

Call the Writing Center at 410-704-3426 or visit the Writing Center in LA 5330.

Public Communication Center

The Public Communication Center supports student-centered learning by improving communication skills with an emphasis on public speaking and advocacy. The center empowers students to find and use their voices, both inside and outside the classroom.

Counseling Center

The Counseling Center offers personal counseling and a variety of other <u>services to students</u>, <u>faculty, and staff</u>. In addition, the center is a <u>resource for parents</u> of TU students. There is no fee for most services at the Counseling Center.

Appointments can be scheduled by calling: (**410) 704-2512**

Assisting Students in Distress

A faculty or staff member is often the first person to recognize when a student is in distress. Here are some tips on how to reach out to that person:

- You are not expected to provide personal counseling to students

- Encourage the students to use campus resources

- Facilitate a referral to the Counseling Center, Health Center, and Disability Support Services

Accessibility and Disability Services

Accessibility and Disability Services (ADS) is part of the Towson University commitment to promoting a diverse and inclusive campus that is welcoming to all. ADS collaborates with students, faculty and staff to ensure equal opportunity and create an accessible educational experience for students with disabilities.

Testing Services

The Testing Services Center, located in the Administration Building, Room 228, provides testing accommodations for students registered with Accessibility and Disability Services. The center offers extended time, reduced distraction testing spaces, computers and other assistive technology, as well as readers and scribes, as appropriate. All tests are proctored to ensure academic honesty.

Faculty Testing Responsibilities

Before accepting any test accommodation request, each term instructors should have in their possession the ADS memo authorizing test accommodations for the student.
At least five (5) business days before the test date, the instructor should expect the student to make the request. ADS informs students that they must make their request for test accommodations in a timely manner or they may not have the opportunity to be accommodated.

Instructors should check their e-mail daily from adstesting@towson.edu. Upon receipt of the e-mail, the instructor should review the request, approve it (if appropriate) and submit the form electronically. A message will be sent automatically to the student and the Testing Center to schedule the test.

Instructors should send tests to the Testing Center at least **1 business day** in advance of test date. During finals, we ask that instructors send tests **3 business days** in advance of the test date due to the high volume of tests.

Tests can be submitted by fax (410-704-4699), e-mail (adstesting@towson.edu) or delivered to the Testing Center (Administration Building, Room 228).

Completed tests are returned by Testing Center courier to the designated department in a sealed envelope (or, if instructors prefer, they can indicate on the form that they will pick up the test). Delivery will be confirmed by the signature of a department representative who ensures the instructor will receive it.

The Testing Services Center is committed to providing a secure testing environment. All tests are proctored. Tests are secured in a locked office. All students are required to adhere to the Towson University Student Academic Integrity Policy.

New Recommended Disability Syllabus Statement
If you are a student with a disability and believe you may need accommodations for this course, please notify me with a memo from Accessibility & Disability Services (ADS). Since accommodations are not retroactive, it is strongly recommended that you provide me with notification as early as possible in the term. To register with ADS, or if you have questions about disability accommodations, contact Accessibility & Disability Services at 410-704-2638, or visit the ADS office in the Administration Building, Room 232.

ISSO
Towson University is home to nearly 500 international students from over 80 countries and to 30 foreign faculty, exchange scholars, and visiting faculty each year. The International Student and Scholar Office (ISSO) provides documents, services, and programs essential to a culturally diverse academic environment that enhances international learning opportunities for students, faculty, and staff.

isso@towson.edu
410-704-242

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Link to FERPA Form.