

CSS Program Meeting Minutes

February 12, 2021

1:00-2:30pm

Zoom meeting

In attendance: Menaka Abraham, Mohamed Ali, Eyhab Al-Masri, Paulo Barreto, Charles Bryan, Tom Capaul, Wei Cheng, Donald Chinn (chair), Kivanc Dincer, Alan Fowler, Ingrid Horakova, Juhua Hu, Athirai Irissappane, Wes Lloyd, Chris Marriott, Raghavi Sakpal, David Schuessler, Monika Sobolewska, Josh Tenenberg

Absent: Ankur Teredesai

Student representative: Tatiana Linardopoulou

Non voting staff & faculty: Bryan Goda, Raj Katti, Marife Llavore, Beth Jeffrey, David Ross

Approval of minutes from January 15, 2021

Menaka Abraham motioned to approve the minutes, Alan Fowler seconded. 17 in favor, 0 opposed, 0 abstained.

Advisors update

- Beth shared that spring quarter registration opened today. Some of the electives will probably fill up by Tuesday. Those who are teaching them may get students asking to overload their course. David & Beth will manage them on a case by case basis and will also coordinate with the faculty first. The advisors asked to please send those students directly to them.
- David announced that we opened the CSS application for autumn 2021. We won't start our first round of reviews until after spring quarter begins. We are still using our new Apply online system & things are still going smoothly with that.
- Some of the course descriptions for the electives are missing or needs to be updated: <https://www.tacoma.uw.edu/institute-technology/extended-course-descriptions> Please let the advisors know if you would like to add or update anything to the list. This is helpful for students when planning for classes.
- There was a discussion on revising both of the BA and BS planning grid. The advisors will organize, rearrange, & edit the tree/planning guide based on the faculty's feedback.

Announcements

- Menaka reminded everyone about the upcoming SET Book Club meeting on Friday, Feb 26th 2021. Dr. Scott Freeman will be our guest, he wrote about Active Learning. Please bring your questions and read the paper if you can.

Student update

- Everyone is excited about signing up for spring quarter.
- Tatiana shared that she set up a social discord meeting time for students to talk about music & games. This is to help cope with the lack of social interaction during the pandemic.
- She started the search for her replacement & asked Donald for help with the recruitment.

Faculty Council update

- Josh reported that they are working on the promotion and tenure criteria & there will be another draft of Google doc circulated for faculty for comments/edits.

- Raj made a brief report about the budget – indicating from top, that things don't appear as dire as some of the worst predictions earlier.
- There's also conversation about returning back to in person teaching/learning in the autumn, but it depends on our local conditions. Be prepared for more discussions about this in the near future.
 - What courses will we be offering in hybrid and distance learning fashion for CSS?
 - There is a campus policy that says that you will have to take the iTech fellows training.
 - What's uncertain is which and how many and by whom are we going to offer and when are we going to offer them? We need to think about this in spring and or late winter.
 - Menaka shared that the Distance learning people in charge (Libby and Darcy) are working on a process for certifying those that want to do it in fall (if you aren't certified). The policy has to go through APCC & it will happen in the spring.
 - Josh shared that in the past there's limited funding for the iTech fellows training.

Graduate update

- Mohamed reported that we have:
 - 64 applications for spring. 35 have already paid their deposit.
 - We're expecting 50 new students in the spring.
 - For fall we have 160 applications (we are still one week before the priority deadline & applications are not final yet), 13 PhD applications, 6 software engineering cert.
- We're working on the data science certificate proposal; to begin in the summer.
- We would like to offer more graduate classes online, and encourage those who teach them to be certified via iTech fellows. Offering our grad courses online can bring in more students.
- We're also talking about doing a NSF proposal to get funds for our PhD students.
- This quarter, 4 students are graduating with thesis and capstones presentations. We will be sending out the schedule soon. All are welcome to attend and share your feedback.

BA update

Raghavi discussed the updates for the BA program that was reviewed by the committee (Raghavi, Josh, Alan, Kivanc and Donald). They looked at the student data, admission criteria, curriculum etc. They plan to get some advisor feedback in the coming weeks; the plan is to bring the proposal to the curriculum committee at the end of the year.

Master syllabus change for TCSS 371 and 372

Menaka & Wei shared the changes to TCSS 371 & 372. They looked at the course descriptions, objectives, topics, etc. and made sure that both were meeting the objectives that are listed. Another round of review will take place and will be brought up at next meeting. Links shared:

<https://drive.google.com/file/d/1sL4WCts1xSBk1q7rMuaX5OfY2uEy3TYz/view?usp=sharing>

<https://drive.google.com/file/d/18k5BHZhQt1IPKBZqBuc6-isa6G7gJ9d-/view?usp=sharing>

[old business:]

- Donald reminded everyone that we talked about forming a 142/143 master syllabus group, to discuss any changes for that. The group met two weeks ago, some changes had been suggested, & are meeting again after this in hopes to have a draft of the master syllabus for approval.
- Bryan Goda asked the faculty to send him a copy of a test, homework assignment or project that illustrates the 6 outcomes that your course provides for ABET. He will send out an email with the updated assignment sheet.