

CSS Program Meeting Minutes

March 5, 2021

1:00-2:30pm

Zoom meeting

In attendance: Menaka Abraham, Mohamed Ali, Eyhab Al-Masri, Paulo Barreto, Tom Capaul, Wei Cheng, Donald Chinn (chair), Kivanc Dincer, Ingrid Horakova, Juhua Hu, Athirai Irissappane, Wes Lloyd, Chris Marriott, Raghavi Sakpal, David Schuessler, Ankur Teredesai

Absent: Charles Bryan, Alan Fowler, Monika Sobolewska, Josh Tenenberg

Student representatives: Tatiana Linardopoulou, Firm Tieanklin

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

1. Approval of minutes from February 12, 2021

Menaka Abraham motioned to approve the minutes with suggested revisions, Raghavi Sakpal seconded. In favor: 13 in favor, 0 opposed, 1 abstained.

2. Announcements

- Tom announced that there is an International Collegiate Contest (Pacific Northwest region) tomorrow, March 6, 2021 starting at 10 am. The Zoom link is: <https://us02web.zoom.us/j/85145159117?pwd=amZMc3NzRUVIdElqWnQyRWo1ZVd5Zz09#success>
- Juhua shared that Women in Data Science (WiDS) Tacoma will be having a meeting next Monday, March 8, 2021. Please feel free to attend & join: <https://www.tacoma.uw.edu/set/wids-uw-tacoma>
- Menaka reminded everyone about the next SET Book Club Meeting on March 19th to vent from 2pm onwards. Join any time after 2.
- Donald asked the faculty to review this elective course descriptions page and let him know if they need to be updated: <https://www.tacoma.uw.edu/set/css-elective-course-descriptions>
- Bryan Goda asked the faculty to turn in your ABET materials before the end of the quarter.

3. Advisors update

- Beth shared that she is offering a seminar for students this winter quarter called “Be Real.” It is about teaching students stress management, focus techniques and tools for helping them with their overall well-being. It is a program through UW Seattle and she had gone through the training; she plans to offer another one next quarter specifically for SET students. If you have any students that you think could benefit from it, please refer to them to Beth.
- Course overload/other requests – please send them to Beth and David.

4. Student update

- Tatiana introduced Firm to the CSS committee. She volunteered to take on the student representative position replacing Tatiana for spring quarter.
- Faculty & staff thanked Tatiana for her contributions to the CSS program committee meetings.
- Tatiana and Firm reported that a lot of the 390 students are unaware of the graduating with honors option.

- David R. recommends faculty to reiterate the research portion of that honors program because a lot of students just sign up for it without realizing the type of work that they need to complete. He always refers the students to faculty to develop a research plan.
- Beth expressed that more information from the faculty (regarding who's doing which research project) would be helpful with promoting it to the students.
- Raghavi shared that in the past, she and Chris offered a little information session to the students and talked to them about the research/honors program. It would be a good idea to do something like this again especially talking to students in the core courses.
- Donald will send an email regarding information on the research/honors program (and will include details about the Faculty Research page).

5. Faculty Council update

- Athirai shared that they are continuing to work on the T&P document. You may provide feedback directly on the shared Google docs. If you have any comments/questions, please let her know.
- Menaka reported that the Diversity & Inclusion committee has been meeting once or twice a month; they worked on adding some diversity, equity and inclusion related language in our promotion and tenure documents to submit to the Faculty Council. They are also trying to figure out how to improve in different areas such as retention, etc. They are still in the gathering and research phase at this point.

[old business:]

6. Update on previous undergraduate issues: BA, 141-142-143, 371-372

- Josh stepped down from the BA committee and Raghavi is now the chair. They are going to meet next week.
- 141/142/143: the group met a few weeks ago and made suggested changes to the master syllabi. They have no curricular changes at this time but plan to vote on the changes at the next meeting.
- 371/372: Menaka is in charge of organizing the people who teach the systems courses to update the master syllabi. They will meet next week.

[new business:]

7. Graduate update

- Mohamed reported that we are up to 20 PhD and 200 master's applications. They are reviewing the PhD applications first because of any funding decisions that needs to be taken so that they could recruit the PhD students.
- They also have to review the proposals for capstones & master's next. This is the time of the year when most of the students are going to be submitting proposals so that they can start their capstones & thesis in the spring.
- The grad committee just approved TCSS 578 and TCSS 800 today. Mohamed sent them to Donald and hopefully they will get voted on. We may have students needing the 800 course in the fall quarter.
- Mohamed asked the faculty to consider taking the iTech fellows training so that we can offer some courses online or distance learning. At the graduate level it makes more sense because there are some industry professionals in the area (Microsoft, Google, Amazon, etc.) who may be more interested in online courses because they don't have the time to commute. Making our master's program partially or fully online would be a smart move on the graduate level.

a. **TCSS 578 (Virtual Reality)**

Chunming Gao gave a brief description of the course:

https://drive.google.com/file/d/1AJ6yMjIT4kr9_xwWYds5f14iceKjSgr4/view?usp=sharing

Faculty feedback:

- Raghavi asked what the pre requisite is and what is required knowledge from students?
- Chunming responded they need to know Programming, Graphic Design & Human Computer Interactions.
- Raghavi expressed that the reason why she asked is because this is her undergraduate research. She has taught this course before at her other college. The pre requisite is long because you're talking about augmented reality and they will need knowledge of graphics. Also, you're assuming that they have done some statistical analysis – speaking from our student perspective, we have to teach some of those concepts – so maybe that is something you can think about.
- Chunming shared that at the beginning of the course he always survey to improve myself and find out the background of the students so that I can arrange the course/teaching appropriately. The topics on this course are really broad.
- Chris asked will this course also be offered to undergrads. We have some students who will be interested in this material. Could this course be offered to undergrads, if not what kind of changes will be necessary to do so?
- Chunming responded that he is not sure if we have a policy in place for undergrad students to take any graduate course. If there is no issue with that, he would offer this to undergrad students.
- Donald shared that we do have a policy that allows undergraduates to take up to 5 credits of 5xx classes to satisfy their 4xx electives. However, we are careful on advising students as to who can do this and determine if they are prepared.
- Menaka expressed that it seems like it focuses on a lot of different aspects of Virtual Reality. She recommends Chunming to focus on what you will cover the most rather than a general course. She also suggested that Chunming put on the recommended preparation, what are some things that they need to come with to take this course successfully? What is some background that would be helpful for students to succeed in this course? Maybe some pre conditions, there is a place in there to put for recommended preparations (not pre requisites). Details on how the project goes, add those details in the syllabus, because that is really useful.

Vote to approve TCSS 578 (Virtual Reality) with the following suggestions: Add a recommended preparation for the course, add the list of project related activities to the syllabus as it is taught to the students, narrow down the focus on the HCI portion.

Ankur Teredesai motioned to approve, Menaka Abraham seconded. 14 in favor, 0 opposed, 1 abstained.

b. **TCSS 800 (Doctoral Thesis)**

Wes Lloyd gave an overview of the course:

<https://drive.google.com/file/d/1fRL1DVwGwk9q1aEwAxJ7KHKu3vJOQiSQ/view?usp=sharing>

Faculty feedback:

- Eyhab Al-Masri expressed that his main concern is that we are mentioning that this is used as a place holder but the document contains information about how the dissertation should be formatted. If this is used as a generic placeholder, then we should remove any part of the dissertation and keep it in the PhD dissertation proposal that we already have approved.
- Menaka stated that without a grading criteria, this won't pass APCC review.
- There was a discussion on doing a little bit more of investigation on what the required language is for the grading criteria & outside of the CSS committee.
- Mohamed reiterated that we have some students who may be impacted if we do not have the TCSS 800 offered in the fall quarter.
- Chris raised concerns about the description and grading of the course.
- Ankur Teredesai thanked Wes for putting this course together to this level so that we can review it. It takes a lot of time, effort and research to do something like this. It is clear that we can always find faults and look for perfections, but we have to learn to trust the owners of the thing that they are driving. He encouraged people to be more forgiving in terms of the spirit of collaboration where these things are being proposed at. Being it another quarter, enrolling students in a program where an 800 level course is not yet approved doesn't look good on our books. It doesn't provide the right optics and if the changes are at the APCC level, internally we have an owner identified to take care of that and we also have reviewers (Donald and Menaka) to approve. They are here to ensure that the issues that the committee has raised are addressed. We can come back and give a report on the updated course to everyone via email.
- Eyhab noted that there was little time before this meeting to review the course proposal after it was distributed. Eyhab repeated that he is not against it, however there's some revisions needed on the document.
- Mohamed expressed that feedback from faculty will be taken into account and factored in, we will make it a good document and submit it.
- Menaka shared that she just sent an email to UW Seattle Grad School, to see if we can get a syllabus, to use as a sample. Eyhab, Wes and Menaka can work offline to get this going.

Vote to approve TCSS 800 (Doctoral Dissertation) with changes to grading policies as recommended by the task force.

Menaka Abraham motioned to approve, Paulo Barreto seconded. 13 in favor, 1 opposed, 2 abstained.

8. Research Assistant Professor position update

Wes encourage everyone to attend the candidate presentations via Zoom next week. He will send out the talk abstracts. There will also be an open forum for faculty and students to drop in and interact with the candidates. This position is a Bioinformatics research faculty. The presentations will be recorded and links will be shared.

9. Tenure and Promotion Criteria

Athirai asked the faculty to suggest changes, edits, & add comments on the shared Google documents by April 15 as the Faculty Council will meet to discuss and consider these suggestions. You may also meet with Josh or Athirai if you want to discuss anything about the document(s).

T&P

https://docs.google.com/document/d/1p0vV3Zar8JubX0MHS_hKeXUmZSN3vLbBkxtD8S6OYIc/edit

Teaching professor

https://docs.google.com/document/d/1GhN6QGfWZGAPDuv-CM85U-a5ZbT_NdpB3jlkq_CvV14/edit

10. CSS Chair

Donald wanted to remind everyone about nominating a new chair, effective autumn 2021/September. He wants to step down so that he can focus on teaching & research. All tenured faculty, associates & full professors are eligible for the chair position.

11. Student Representative

Tatiana is graduating this winter quarter/leaving the position. Firm is replacing her for the spring quarter only as she is also graduating in the spring quarter (we'll need to recruit a replacement for Firm after spring).