CSS Program Meeting
May 21, 2021
2:30-4:00pm
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, Athirai Irissappane, Juhua Hu, Wes Lloyd, Chris Marriott, Raghavi Sakpal, David Schuessler, Ankur Teredesai, Monika Sobolewska

Absent: Josh Tenenberg

Student Representative: Firn Tieanklin

Non-voting faculty & staff: Yan Bai, Gabi Crosby, Bryan Goda, Beth Jeffrey, Raj Katti, David Ross

1. **Approval of minutes from May 7, 2021**
   Motion: Paulo Barreto
   Second: Menaka Abraham
   In Favor: 13
   Opposed: 0
   Abstained: 1

2. **Announcements**
   The UPE induction ceremony is tonight.

3. **Advisors update**
   David: registration for fall is ongoing. Any request from students please forward to me (David) and Beth. Classes are filling up fast. Beth and David will reach out to faculty if they would take any class overloads.

4. **Student update**
   Firn reported that students are interested in specific classes, such as quantum computing and computer vision. And, a new student representative is needed, she is graduating. Firn is wondering if she should email or find someone to replace her.

   Donald suggested if she know somebody who would be great as representative, or faculty recommendation, please forward the names. Monika reminded everyone that in the past advisors had sent notes out to the student's body and there was a vote happening. Monika suggested that we should keep this democratic process. Donald agreed, by sending out to the email list to provide opportunities for everybody.

   At the end, students will vote on the new representative.

5. **Graduate update**

Mohamed reported that, as of now, we have 229 application for the master's degree, we admitted 149 and denied 61, and remaining applications are not completed, 7 applicant said no to us and move it to 2022. Out of the 149 admitted, 50 already paid the deposit.
For the graduate certificate in software engineering we got 7 applications, still need to be reviewed. For the PhD we got 24 applications, we admitted 21, only six paid the deposit. Goal for masters students is 120-130 and for the PhD 10-15 students.

6. **Faculty council update**
Postponed - Vote endorse the SET T&P Guidelines.

Athirai reported that at the SET meeting is on the 28th. CSS faulty still has time to send comments to either her or Josh on T&P guidelines documents. Another update is on the SET by-laws. The number of faculty council reps for SET will be tow out of nine and two more reps will be added for mechanical engineering and one faculty for the new civil engineering program.

Motion: For Donald Chin to replace Josh Tenenberg on the SET Faculty Council
Motion: Monika Sobolewska
Second: Raghavi Sakpal
In Favor: 18
Opposed: 0
Abstained: 0

7. **SET T&P (tenure-track) guidelines discussion**
Postponed.

8. **Discussion and vote on the CSS Chair for the next (3-years) term**
There were no further discussions.

Motion: For Anderson Nascimento to be the next CSS Chair (3 year term)
Motion: Menaka Abraham
Second: Monika Sobolewska
In Favor: 15
Opposed: 1
Abstained: 1

9. **321 fail rates**
Beth reported that advisors keeping track of the failure rates in the early beginning in the 321 CSS classes. Maybe students are more prepared for programming and not as well prepared for math. Advisors recommend that students in TCSS 321 take the seminar class TCSS 390, but students didn't find it very helpful. What can we do to better prepare students for success? Beth is asking for more input from everyone, in what areas students are particularly struggling with inside of the course.

10. **Curriculum discussion**

Instead of having the usual stewards discussion, Donald asked for input to improve either specific courses, or just a whole approach.

Monika suggested that students need more exposure to the Cloud, most companies are using the Cloud for their application deployment. We might need to do something of Cloud deployment in one of the elective courses they must take. We're need a parallel programming and Cloud computing course that is really looking more at the underlying structure and how things work. Monika is offering to put such an elective course proposal together over the summer, but need someone who specializes in Cloud computing. Ankur Teredesai offered to help Monika to work on the course proposal.

Donald asked faculty to please go to the curriculum discussions document and add your name to be for the next academic year a course steward.

11. **ABET**
Donald reminded to send data collection results to Bryan.

Bryan will put this data into a worksheet for the evaluator to look at this material. Next year is called a record year and each class will have to have a complete record of student work for every homework and exam that you have in the class, and the textbook and syllabus as well. Because the evaluator wants to see what the student experiences.

A team of evaluators will come in October 2022, and faculty and students will be interviewed as well. Evaluator will look at the facilities, our labs. It will be a complete two-day evaluation.

12. **MSIT program discussion and vote**
The component of the MSIT is a master's thesis of 10 credits. The thesis is optional: a student can do either coursework or the thesis. The design is close to the CSS master's program.

Motion: To endorse the MSIT proposal.
Motion: Donald Chinn
Second: Monika Sobolewska
In Favor: 13
Opposed: 0
Abstained: 3