CSS Program Meeting Minutes
November 05, 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, Martine De Cock, Kivanc Dincer, Alan Fowler, Ingrid Horakova, Juhua Hu, Wes Lloyd, Chris Marriott, Anderson Nascimento (Chair), Raghavi Sakpal, David Schuessler, Monika Sobolewska, Ankur Teredesai

Student representatives: Dustin Ray

Sabbatical: Josh Tenenberg, Chris Marriott

Non-voting faculty & staff: Bryan Goda, Raj Katti, Beth Jeffrey, Kira King, Victoria Olive, David Ross, Marife Tabao

1. **Presentation by Dan Grossman (CSE, UW Seattle): More Academic Support And A New Introductory Course Schedule: Curriculum Updates/Perspective from the Allen School**.

2. **Discussion about increasing the class capacity from 35 to 40**
   Anderson steered the conversation on a question that came directly from the Chancellor: What do you need in order to successfully increase the class capacity to 40? What kind of resources are needed in order for this to happen?

   Chris Marriott shared some enrollment data from 2020-2021 with the CS faculty. Half of our classes are below 35. The other half are at 35 (or more) & are already over enrolled. He expressed that unfortunately there's some inequity related to how many students are taught. Some faculty members that teach the most students are the assistant & associate professors. The tenured faculty tend to teach 5 (or less) students. If we were to raise the cap to 40 this would also increase the inequity. If we address this inequity in teaching, then we may be able to handle the extra enrollment.

   Donald shared that one of the ideas of raising the cap to 40 is to allow for greater enrollment; from the campus point of view: it's all about the money. If we raise the cap to 40 then we could admit 120 students every year instead of 105.

   Monika reiterated the same concerns as other faculty stated, that we need larger classroom sizes, grader and student assistant support. The other concern is workload for teaching track faculty: who have one quarter teaching 3 courses. If we increase the class cap that would be 120 students, which is equivalent to one extra course. Do not offer classes that are low enrolled, so that more faculty are available to teach these larger classes. If we cannot get a grader, we need to look into work load reduction for faculty teaching 3 courses a quarter.

   Kivanc has seen in many occasions in the last few years that the faculty chose to accept ~40 students in our 300 level courses, because it was important to accommodate those students without opening another section for the good of the program.

   Menaka expressed that in the core classes, students need more 1 on 1 time & attention. We need to think about how many electives we are offering & be intentional with what we're offering. We need tenured track faculty to teach some of the 300 level courses to help us distribute the load

better. Perhaps we need to work on a policy so that we are teaching equitably.

Charles shared that he is currently teaching a 3 course/quarter at a cap of 40 with additional graders/support and he is still struggling.

Bryan Goda stated that if we raise the section to 30/40 load (that is half a section); this will also be a similar issue to the IT program. We need to look at the bigger picture, this also means extra writing courses, puts a load on the 325, Math classes and more internships needed.

Eyhab expressed that this past summer, he taught a class that was capped to 40 and did not have a grader until the last week of the class. We need to take into consideration the support needed when we take on more enrollment.

Dustin reported that as a student being in a class of 40 it is unpleasant. It is stressful and the students' performance is lower because they do not get as much attention/help from the faculty.

Monika stressed the point of: Teaching inequity – nobody should teach 3 courses (per quarter) with 40 students each. The quality of assignments and the level you are grading becomes superficial at that point.

Anderson asked volunteers to form a subcommittee to address the issues discussed today & possibly vote on a resolution.

3. **Voting on ABET outcomes -** Assessment data: S:\SET\General\ABET\ABET 2022\CSS 2022 Assessment Data

   -Anderson led the discussion of ABET outcomes for the CSS program.

   -Bryan Goda stated that the data we collected from two cycles ago are called embedded indicators. ABET will review this data and see what our students did & it gives them a snapshot in time on how our students are doing. There will also be surveys, interviews, ABET will talk with faculty, students and alumni. He's confident that the CS program will get certified and re accredited for another 6 years. If you do not think we are achieving an outcome, now is the time to talk about it. This will go in a self-study report that is due March 1st.

   -Anderson suggested that the CS faculty postpone the vote to the next meeting. This will give faculty more time to look at the materials & think about how those outcomes are achieved in the courses, they teach.

4. **Approval of the minutes from October 15, 2021**
   Motioned: Menaka Abraham
   Seconded: Paulo Barreto
   In favor: 14
   Opposed: 1
   Abstained: 2

5. **Announcements**
   Donald asked the faculty for master syllabi updates as part of the ABET clean up. We need the updated outcomes in our syllabi.

6. **Advisors update**
   -Beth announced that winter registration opened today. As always, please do not respond to the student directly; email all of the 3 advisors for any course overloads, registration requests, etc.
   -David reminded the faculty that if you know ahead of time that you're willing to increase the cap in your class, please let the advisors know as it is helpful/easier for them to raise the cap vs. managing the registrations individually.

7. **Graduate update**
   -Mohamed shared that he met with Haneen (Marketing and Recruiting Specialist) today to discuss recruitment strategies for the graduate programs (PhD, Master's and certificates in Computer Science). We had been doing a great job with setting up booths to advertise our degrees at fairs & conferences. We discussed marketing to our undergrad Juniors & Seniors to get them to pursue a graduate degree. We also discussed hosting events with other schools on campus, marketing our certificates which can be a gateway to our CS graduate track degree & open doors for a career in that field. The third discussion was marketing to Google, Amazon, Microsoft and working professionals who do not have a master's degree. If you have any suggestions/feedback on recruitment please let Mohamed know.

   -We are still working on setting up the policies for the PhD program.

   -New combined BS/MS degree: Students can complete their bachelors and master's degree simultaneously and will save them money & time. Monika and Wei had been driving this effort.

8. **Faculty Council update**
   -Raj shared that the Provost considered having an annual evaluations not only include what you have done this past year but to also consider including the entire career.
   -FC will work on new template for SET annual activity report.
   -Kayee gave a report on her role as Assoicate Dean for Research and Innovation. One thing she mentioned is that they are considering writing a proposal to a research center with Military partners in the area.
   -Office space: we're at the limits of our office space. Joel talked about the short term: what can we do now when we hire this year? Long term: what is our process and who decides/what kind of office? Any input you have on this, please send emails to your representatives: Donald Chinn and Athirai. They can forward these ideas to the Faculty Council.
   -Joel & Raj also mentioned, "Activity based" budgeting might be on the horizon. How much money your unit/school gets is based on your activity. How many students are you teaching? Graduating?
   -FC modified the scholarship part of promotion and tenure guidelines for teaching and faculty

9. **Students representatives update**
   Dustin reported that there's a gender gap in the Computer Science student body. It also translates in the work force as well. 2:1 gap male to female. He asked the faculty to consider including a discussion in the 325 ethics course, a topic of discussion addressing this issue: the lack of diversity that seems to be present in the program.

   -Monika expressed that in our master syllabus for 325, we have a list of mandatory topics. In the past, she always included this topic. Perhaps moving the diversity topic to mandatory from elective topic will resolve the issue.

   -Menaka posed the question of how do you support that? How do you navigate & guide the discussion? Some guidance and expert advice from this topic as well.

-Donald expressed that he is not opposed to the idea of changing the 325 master syllabi to mandatory discussion of diversity topic. Maybe we can do some systematic things across not just our classes/changes to the culture that we can do to encourage over the long term to get to more 50/50. Student clubs, extracurricular activities, the way we conduct ourselves inside and outside.

-Monika expressed that what we need is outreach to junior high and high school. Show them that computer science is for women as well & that women are good in Math, etc.

-Martine reminded everyone that we talked about outreach to high schools in the area before the pandemic. Undergrad program: currently teaching a class of 32 with one female. Graduate program: majority of the student is female. We can also ask some of the women CS graduate students to see if they are interested in taking them to their high school to talk there.

-Raghavi shared that the JEDI group proposed a summer program that will be teaching in high schools. We need to work on retention of female students in some of the elective courses.

-Alan expressed that there is interest in freshmen (women & underrepresented minorities) in computing, they may take the 101 course, but how do we keep them interested? Clubs can come in and speak; Faculty can come and speak to this group to show the diversity that we have in the program.