CSS Program Meeting
December 03, 2021
2:30-4:00pm
Zoom meeting

In attendance: Eyhab Al-Masri, Paulo Barreto, Charles Bryan, Tom Capaul, Wei Cheng, Donald Chinn, Martine De Cock, Kivanc Dincer, Ingrid Horakova, Juhua Hu, Wes Lloyd, Anderson Nascimento (Chair), Raghavi Sakpal, David Schuessler, Monika Sobolewska, Ankur Teredesai, Ka Yee Yeung-Rhee

Sabbatical: Chris Marriott, Josh Tenenberg

Student representatives: Dustin Ray, Hellen P. Hobbs

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

1. **Approval of the minutes from November 05, 2021**
Correction:
-Donald asked the faculty for master syllabi updates as part of the ABET ~~clean up~~ **self study**. We need the updated outcomes in our syllabi.

-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 **the classroom**.

Motioned: Monika Sobolewska
Seconded: Tom Capaul
In favor: 15
Opposed: 0
Abstained: 1
The minutes stand approved as corrected.

2. **Announcements**
   - Kira King created an alumni survey for the CSS program. Questions are organized based on the ABET outcomes and objectives. After review and any edits made by the CSS faculty, Bryan Goda will send it out to our CSS alumni.
   - Anderson & Donald reminded everyone (who were assigned & still need to take action) to please modify the master syllabus to the new ABET objectives and place the file into the folder.
   - Next week is the deadline for the end of the quarter course evaluations. Please encourage your students to fill those surveys out.
   - There was a survey sent by Zaide asking your teaching preferences for AY: 2022-2023. Please respond so that Zaide and Anderson can use your teaching preferences when creating the Time Schedule for the next academic year.

3. **Advisors update**
   - David reported that winter 2022 admissions is right on target. We admitted 63 students so far. We have about 15 on hold and another 50 who are pending and waiting for grades to post. We typically admit about 90-100 students for winter CS admissions.
   - All 3 of the advisors discussed the possibility of changing course enrollments and overloads procedures in the future. Perhaps having the faculty direct how they overload their course(s) vs. advisors managing that.
   - Beth would like to add to the agenda in future CSS program meetings, the discussion of electives: Who can offer electives and how many do we need? This quarter has been one of the worst with all of the electives being full within minutes of opening registration.

4. **Graduate update**
The Graduate Certificate in Software Development Engineering is recruiting instructors. Please reach out to Ka Yee and Wes if interested. A detailed email with more information regarding this will be coming soon.

5. **Faculty Council update**
   - Donald shared that the Faculty Council has not met since the last CSS meeting. We still need to nominate/replace Athirai's FC position. Her replacement will take over the remainder of her term (rest of this year and next year).
   - Tom Capaul was nominated & he expressed his interest in the position.
   - Ankur Teredesai also expressed his interest.
   - Anderson will look into the Bylaws regarding voting via online for nominees for FC representative.

6. **Students representatives update**
   - Dustin reiterated the senior class' disappointment on the lack of electives this quarter.
   - Raj shared that he has a Dean's quarterly meeting with SET students; however, the attendance has declined over the years. He was thinking about meeting with the student representatives in each program every quarter instead to address any issues & or hear some feedback from the representatives during this time.
   - Both Dustin & Hellen expressed interest with meeting with Raj quarterly.

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

A motion to vote on: if we are achieving ABET outcomes/requirements in our CSS undergraduate program.

Motioned: Donald Chinn

Seconded: Tom Capaul
In favor: 15
Opposed: 0
Abstained: 1

Motion approved.

8. **Discussion on change in TCSS 5xx elective credits for BS in CSS major - from 5 credits in TCSS 5xx to 10 credits in TCSS 5xx to support combined UG/grad degree**

Monika led the discussion:
- The combined UG/grad degree is for high achieving undergrad students who are interested in pursuing their graduate studies at the same time. They would have to fulfill everything graduate students have to fulfill.
- The question on the table is: Are we ok with changing this 5 credits of 500-level in our notes to a higher value? In addition, what are the problems if we do?
- Historically speaking, we had this limit because the Grad school was only allowing them that number of credit hours. This has changed this November 2021.
- The second question that was posed: how will these students get into the Master's classes? Those classes are already full.
- Should we therefore, make a distinction between allowing students who are not in the combined degree to only take 5 credits and students who are in the combined degree (just add another note) that they can take 12 credits.
- Monika asked the faculty if they are open to changing the 5 credits to 12 credits?
  - Straw vote on increasing the number of credits to 12 for combined degree students: 15 yes
  - Straw vote on increasing the number of credits to 12 for all students: 3 yes 7 no

9. **Discussion on diversity, equity and inclusion topics in TCSS 325 from optional to mandatory in course syllabus**

- As the course steward for TCSS 325, Donald suggested including this in the annual evaluation of the course and will come up with expected changes and updates to the course.
- Anderson also suggested that Donald talk to all the faculty teaching 325 in winter and spring quarters to come up with a recommendation on how to best incorporate the Diversity, Equity and Inclusion topics & how to change the syllabus.