Electrical and Computer Engineering Graduate Committee – Minutes

December 16, 2021

12:30 – 1:30 p.m.

CP 303 / Zoom

<u>**Attendance**</u>

Voting Faculty: Orlando Baiocchi, Vahid Dargahi, Debasis Dawn, Max Laddomada, Thillainathan Logenthiran, Michael McCourt, Jie "Jenny" Sheng, Nafiul Siddique

Non-Voting Faculty and Staff: Raj Katti, Victoria Olive, Rachel Long

Absent: Matt Tolentino

<u>**Items**</u>

1) Discussion of the priority items to work on

Debasis will be in charge of this committee and all aspects of this Master's program, except for class scheduling, which will still be handled by Max.

       a. Graduate Student Handbook

This is a high priority, since we currently don't have anything drafted. The committee looked over the current Computer Science and Systems handbook for reference, which is around 24 pages. The committee confirmed that they can borrow portions from the CSS handbook to help expedite the process. Things that are included in the handbook: a list of who is in charge of what (Dean, Graduate Program Chair, Graduate Program Coordinator, Graduate Advisor, etc.), instructions for different pathways within the degree, instructions/guidance for thesis and capstone projects (students who choose a coursework only option will have to complete a capstone), important dates, vision/mission, etc. We will need to make sure that all links included in the handbook are up to date. It would also be helpful to create a flow chart for students to help guide them on course selection. Along with this, we need to create a list of undergraduate prerequisite courses for students who are interested in joining

the MSECE program, as well as creating a list of core courses for each MSECE pathway/concentration. Overall, clarity is the most important when drafting this new handbook. It is also important to remember that our handbook will be shorter than CSS's, since they list details for their Ph.D. program.

2) Updates from Graduate Advisor

The Graduate Advisor informed the committee that we currently have 35 applications for 2022. Out of these 35 applicants, around 11 of them are fully complete (some are missing required application materials, reminder emails have been sent). The Advisor also reminded the committee that there is currently no cap for enrollment, and suggested we accept students on a rolling basis in batches. There has certainly been an increase in applications over the last couple of weeks, and luckily this program has room to accept more students (since we have different concentrations with different course pathways). The advisor reminded the committee to continue checking to see if there are new applications for them to review. The sooner we are able to accept international students, the better (for Visa reasons).

3) Next MSECE Graduate Committee Meetings

This committee will meet on these dates in CP 303 and Zoom:

- **January 6, 2022**
- **February 3, 2022**
- **March 3, 2022**
- **April 7, 2022**
- **May 5, 2022**