

CSS Program Meeting Minutes

January 21, 2022

1:00-2:30pm

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, Ka Yee Yeung-Rhee

Sabbatical: Josh Tenenberg

Student representative: Dustin Ray

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

Approval of the minutes from December 03, 2021

Motioned: Tom Capaul

Seconded: Monika Sobolewska

Eligible voting faculty: 13

In favor: 13

Opposed: 0

Abstained: 0

The minutes were approved.

Announcements

- Monika & Bryan Goda are gathering data for ABET. We will be voting on the ABET outcomes on our master syllabi during our next meeting. The courses we will be voting on are 325, 342, 343, 360 and 380.
- Monika asked the faculty to announce the CSS mentor program in your classes, because some students are not aware that we have this program. She will provide the link to the website for more information. She also reported that some students are lacking knowledge from prior courses such as data structures, math, etc. and mentors have to step back and work with them to get them up to speed.
- Raj is working on the budget request for next year. We presented our preliminary request to the faculty council & talked about it today at the SET staff meeting. We are meeting with the program chairs and will circle back to the faculty council to finalize it. It is due early March. If you have any additional requests let your chair, Anderson & Raj know.
- Anderson thanked everyone for being flexible during the unpredictability of COVID resulting in switching back to online teaching this winter quarter.
- UW is allowing a two-year delay policy to allow tenure track faculty to complete their work & to go up for tenure during a challenging period like this. Contact Zaide now to get more information, as there is a deadline for this.

- At the faculty senate meeting, it was implied that we would return to in person instruction after Jan. 28, 2022. There will be some flexibility provided. The announcement from leadership will be coming out next Monday, January 24, 2022.

Advisors' update

David shared that the SET course registration request form will be available starting spring quarter 2022. It is a tool for students to use to request overloading a class and other registration requests such as needing an add code or receiving a prerequisite error. This will make the registration process more equitable and transparent for our students.

Graduate update

- Mohamed reported that the master's program is ready for the application review season
- PhD program discussion topics from this morning's graduate meeting:
 - 1) Funding – how can we get funding for our students
 - 2) Setting up policies – what are some policies we need to set up for the PhD program
 - 3) Reviewing the PhD applications – should we accept students without advisors? Should we enforce more quality measures?

Faculty Council update

- Donald reported that the FC met yesterday. There will be a questionnaire coming out regarding office space
- Ka Yee shared that the post award management is on hold because UWT Office of Research is undergoing some staffing changes
- SET Research showcase committee will be meeting shortly after this and Wes is the CSS representative. We have identified the objectives of the showcase and will continue to work on the logistics. The SET Research showcase is scheduled on April 22, 2022
- The FC met with Raj regarding the 2023-2025 fiscal year budget
 - For CSS we need to replace Athirai's tenure track position (most likely to get approved)
 - In addition, we're asking for two new CSS tenure track positions (less likely to get approved)

Voting on CSS representative on Faculty Council

- This position will be serving the remainder of Athirai's term: Now through June 2023

Motion: Elect Tom Capaul as CSS representative to serve on the Faculty Council

Votes were recorded separately via Catalyst.

The motion was approved.

Discussion on updating prerequisites in the curriculum management system for TCSS 142. Current prerequisite is pre-calc I and II, which will remain, but we propose to add Calc I and Calc II to this list for registration purposes.

- Kira reported that a lot of pre-major students are taking AP Calculus or are taking Calc I in Running Start and are by passing pre-calc so when they register for TCSS 142 the system does not let them on their own because they've exceeded the pre calc requirement without ever taking pre-calculus. We propose to add Calc I and Calc II as options so that the registration system will allow these students to register on their own. The biggest issue right now is these students are emailing the advisors to get into the course and by the time the advisors get to the email, the class has filled up. Adding this would make registration more equitable for the students
- Beth also mentioned that our 1982 database registration system is archaic; this is the main reason why we cannot have waitlists, drop down menus, etc. and have to constantly ask the committee to make these changes

Motion: To add Calc I and Calc II as alternative pre requisites for TCSS 142.

Eligible voting faculty 19

Moved: Chris Marriott

Seconded: David Schuessler

Approved: 18

Opposed: 0

Abstained: 0

*1 not present during vote

The motion was approved.

Discussion about the master syllabus update for TCSS 325 to include mandatory discussion of diversity topics

- The committee continued their discussion of: Diversity Equity and Inclusion should be a required topic for TCSS 325 instead it is one of the suggested topics.
- Donald shared some of the feedback he received from faculty currently teaching the 325 course. It was a mixture of responses, some instructors do not feel the need to change it and some instructors would like to make the diversity topics mandatory but do not know where to begin i.e. how do we teach this in a balanced & informed way.
- There was a suggestion of bringing CEI folks into the discussion.
- Action item:
 - Donald will bring this discussion/information back to the TCSS 325 instructors
 - Donald will provide the link to the current syllabus for the CSS committee to review and vote on making the diversity topics mandatory

Vote to permit part-time lecturer Dr. Hossein Pedram to teach TCSS 371 in Spring quarter 2022

Votes were recorded separately via Catalyst.

The motion was approved.