Grad CSS Committee Meeting – Minutes

March 4, 2022

10 – 11 a.m.

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

Voting Faculty: Mohamed Ali, Donald Chinn, Wei Cheng, Wes Lloyd, Eyhab Al-Masri, Paulo Barretto*, Martine De Cock, Anderson Nascimento*, Juhua Hu

=not present for vote

Non-Voting Staff: Curtis Black, Zaide Chavez, Rachel Long

Absent: Ka Yee Yeung, Ankur Teredesai

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

1) Approve minutes of last meeting: Feb 11, 2022

>   **Moved: E. Al-Masri**

>   **Seconded: W. Lloyd**

>   *Eligible to vote: 11*

>   **6 in favor, 0 against, 1 abstained**

>   **2 voting faculty absent for vote, 2 voting faculty absent from meeting**

2) PhD student funds

It is up to this committee to decide how these funds are used. We can either collaborate with the graduate school (where they fund 1 quarter, SET funds 1 quarter, advisors research budget pays 1 quarter), which gives one student an RAship for the full year. The survey to request funding has been sent out, and there are currently ~9 applications received so far. The committee agreed to wait to decide how they would like to use their funding until after the survey has closed and all applications have been received and available to review.

3) Combined BS/MS

The proposal is scheduled to be submitted sometime within the spring quarter, with a hope to start in fall 2023. More updates will be provided during our next meeting.

4) Update on: evaluation and future trajectory of underprepared PhD students who are not ready for engagement in CS research projects

All GradCSS students will receive an email with guidelines for their self-assessment, which is due by May 1st. This submission will include their current GPA, research they're working on, their advisor (if they've found one), research timeline/plans, etc. This committee will be responsible to look through these assessments to find any potential red flags that need to be addressed. It is important for this committee to track and keep an eye on our students to prevent any additional stress for faculty they progress through the program. The Chair also shared that they have been in discussion with the UW Tacoma library to learn why some students are not able to submit their thesis to be published via the Library. The Chair is awaiting feedback, and will provide updates in our next meeting.

5) Documentation of logistics for general exams

Updates on this item will be provided in our next meeting. As a reminder, the SET Research showcase will be held on Friday, April 22nd from 3 – 6p.m. on campus in William Philip Hall. The goal of this event is to develop a culture of collaboration within SET and the greater UW Tacoma community. All SET Faculty and students are encouraged to RSVP and apply to present. **All presentation abstracts for posters are due Friday, March 11th.** All selected poster presentations will be sent a digital template to create/print their poster (cost is covered by SET).

6) CDS/Industry Data Science Capstone Program

This program will bring together UW Tacoma data science students and companies to tackle real-world data science problems. Sponsors will bring in projects from their companies and provide support to teams of creative, talented data science students who will design and built innovative solutions. The committee looked over the program description and proposed project timeline (found **here**) and discussed opportunities within this program for publishing and networking for both SET faculty and students.

7) GRE waiver case

This student has extensive educational and professional experience, and is specifically interested in machine learning. Given his research (presented in this meeting) and professional experience as a

Machine Learning Engineer at companies such as Amazon, this student has requested a GRE waiver to apply for our PhD program. The committee granted the GRE waiver for this student.

8) Student registration for 700/702

Some students have been registering for these courses without an approved thesis/capstone proposal. The committee discussed different scenarios when it could be appropriate for a student to register for these courses before their research proposal is approved (i.e. international students trying to fulfill visa requirements), but ultimately agreed that quality control of published research is too important to allow students to register for 700/702 without an approved proposal. The committee also agreed that it's important to set a deadline date for proposal submissions that will allow students time to plan out their schedule based on the committee's decision (approval or disapproval). It is important for students to be reminded to not assume that their proposal will be approved, and to prepare a backup plan for registration in case their proposal is denied. The committee conducted a straw poll to see where everyone stands regarding this topic:

> **Straw poll: Students should not register for TCSS700/702 without an approved research proposal**
>
> *Eligible to vote: 11*
>
> **8 in favor, 1 against, 0 abstained**
>
> **2 voting faculty absent from meeting**

9) Graduate committee meetings same day as CSS meeting at 10am