

ECE Graduate Committee – Minutes

February 3, 2022

CP 303 / Zoom

Attendance

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

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

Absent: Orlando Baiocchi, Matt Tolentino

Items

1) Approve minutes from 1.6.22 meeting

Motioned: V. Dargahi

Seconded: M. Laddomada

Eligible to vote: 9

7 in favor, 0 against, 0 abstained, 2 voting faculty absent for vote

2) MSECE application review

The Graduate Advisor has created an Excel sheet to help track application reviews (this has been saved in the **MSECE Google Drive**). As of 2/3, there were 49 applications total to be reviewed. The Committee Chair recommended that the Graduate Advisor send out weekly reminders to faculty to complete these reviews – this will help speed up the review process so acceptance letters can go out as soon as possible (ideally before the end of the quarter). It is especially helpful for international students to have acceptance letters sent out early, so it is important that faculty complete their reviews by the end of February. The Graduate Advisor reminded the committee that if they want to admit a student with a GPA below 3.0, they will need to submit a petition to the Graduate School since the GPA requirement is a UW Graduate Admissions requirement and is not program specific.

3) Discussion of Graduate Handbook

The Chair shared the draft of the MSECE Graduate Handbook with the committee, and noted that most of the wording and formatting has been taken from both the Computer Science Graduate Handbook and the MSECE program proposal. The major change with this new handbook is that the sections are now numbered to help with organization and logical flow (a table of contents will be also be included). The Chair asked the committee and the Graduate Advisor to please look at the current draft in the Google shared drive and make suggestions for edits/formatting for items 1-6.

For #3, the Chair used the curriculum listed in the MSECE proposal, which explains the thesis and coursework only options. It is important to note that students can register for a minimum of 2 credits in their last quarter (this number is higher for students that are Research Assistants). Students must also complete all degree requirements within six years – the Graduate Advisor will check the guidelines for students and include them in this document.

#4 is completely new, and notes the Chair's proposed thesis requirements. MSECE students who are planning to register for TECE 700 for research credit must select a major advisor. With the consultation of the major advisor, they must select at least two more (with a total of 3) supervisory committee members (who can be SET Faculty members) who can assist in a similar area of research topics. One supervisory committee member can be selected from outside of SET whose research/teaching aligns with the student's research topics. This supervisory committee will also need to approve the thesis proposal – a timeline requirement for this approval should be established to avoid students submitting their thesis the same quarter that their proposal is approved. This section still needs to be workshopped for clarity, and the Chair reminded the committee to include their comments and edits in the shared document in the Google drive.

This section also includes information about the publication requirement. All MSECE students are required to submit their work to at least one peer reviewed journal or conference prior to their final thesis defense. Acceptable journals/conferences are left up to the student's major advisor and supervisory committee to discern. This requirement will serve as a quality check for students' work.

The core and elective courses have been listed out for each concentration within the MSECE degree – the Chair would like the committee to list out prerequisites for the courses they teach. This will help international students and those with non-ECE undergraduate degrees understand what courses they need to be successful within the MSECE program. It's important to note that while students are allowed

to take undergraduate courses to help prepare them for graduate level content, they still have to pay graduate fees (these courses will show up in their transcript). Creating a plan of study will help students understand what prerequisite courses will best prepare them to be successful within the MSECE degree.