

ECE Graduate Committee – Minutes

March 3, 2022

CP 303 / Zoom

Attendance

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

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

Absent: Vahid Dargahi, Matt Tolentino

Items

1) Approve minutes from 2/3/22 meeting

Moved: M. Laddomada

Seconded: T. Logenthiran

Eligible to vote: 9

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

2) MSECE application review

There have been a few new applications sent in over the past week, which will be assigned to faculty for review soon. So far, we've received around 50 applications, 6 of which have already accepted. More offers are scheduled to be sent out within the coming weeks, but there are still many applications pending faculty review. The Chair and Graduate Advisor reminded the committee to complete these application reviews as soon as possible, ideally before the end of the quarter (March 18th). Meeting this deadline is important, since we will need to know how many students have accepted their offer to help with future course planning. The Graduate Advisor will be sending periodic reminders to faculty to remind them to review applications.

There are quite a few MSECE information sessions scheduled, which have been helping create great interest in the program – these information session dates/registration info can be found on the [MSECE page](#) on the SET website.

3) Course offering

Please keep in mind that we have limited faculty available to teach next year. We are planning to hire a new Computer Engineering professor within the year, and virtual interviews for this open position are currently scheduled to take place sometime within the next 2 weeks. For course scheduling, we need to know who is planning on teaching what. For summer quarter specifically, please remember we can only offer elective courses. If you are interested in teaching a summer elective, please reach out to the Chair and Academic Administrator (Zaide Chavez). The Graduate Advisor reiterated the importance of planning course offerings ahead of time, since students are asking questions as they plan out their schedules for the upcoming quarters. The committee discussed that MSECE students are able to take Graduate CSS courses, although most of these courses are at enrollment capacity or approaching capacity. Along with this, the committee discussed the importance of offering enough core courses every year, while also varying electives quarter-to-quarter.

4) Discussion of “Graduate Handbook”

The Chair shared the updated document with proposed edits – the most significant changes were made for the preliminary research proposal requirements. This proposal should include (10 pages max, excluding list of references):

- Proposed title of the research
- Objective of the student’s work or the hypothesis they wish to investigate
- Explanation of why this topic is significant
- Explanation of what others have done in this area
- Explanation of how the student proposes to attack this problem
- Preliminary supporting results
- Expected results and implications
- List of references

The committee suggested adding a bullet for “project goals timeline” or “proposed timeline for each of the project deliverables,” along with some minor language changes throughout the document. Some

policies, such as “tuition exempt status” and funding opportunities, need to be reviewed by the Graduate Advisor for accuracy. Overall, the handbook is in good shape, and should be ready for a vote of approval during our next meeting (April 7th).