

**CSS Program Meeting Minutes**  
**March 4, 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, Ingrid Horakova, Juhua Hu, Wes Lloyd, Chris Marriott, Anderson Nascimento (chair), Raghavi Sakpal, David Schuessler, Monika Sobolewska, Ka Yee Yeung-Rhee

**Sabbatical:** Josh Tenenberg

**Student representative:** Dustin Ray

**Non-voting staff/faculty:** Zaide Chavez, Bryan Goda, Beth Jeffrey, Raj Katti, Kira King, Victoria Olive, David Ross, Marife Tabao, Noelle Wilson

**Approval of the minutes from February 11, 2022**

**Correction**

Design electives are: 437, 445, 450, ~~564~~ 465 or 491

**Motion to approve the minutes from February 11, 2022 with the correction.**

**Moved:** Martine De Cock

**Seconded:** David Schuessler

**Eligible to vote:** 15

**In favor:** 13

**Opposed:** 0

**Abstained:** 2

The minutes stand approved as corrected.

**Announcements**

- Monika gave an ABET data collection update: we still have some work to do & she will continue to collect data from the CSS faculty.
- Anderson shared that there is a committee who will be working on building a culture of ethical behavior in the courses among students. The idea is to come up with action items/guidelines that will be followed by faculty & students. This committee will focus on how to handle cheating in the classroom & help students succeed in the program.
- Anderson discussed the importance of improving the quality and consistency in our courses taught across multiple instructors using different modalities. If you have any issues with your distance learning classes, please reach out to your colleagues and Anderson.

### **Advisors' update**

The advisors managed to register everyone who needed to graduate in spring and summer. Thank you to everyone who opened more seats in their classes, especially to Tom & Charles.

### **Graduate update**

- Mohamed will be in sabbatical spring quarter.
- There are about 200 new (spring) student applications for the master's program; we will be reviewing those soon.

### **Faculty Council update**

- Tom shared that the Faculty Council is finalizing the document for the annual activity template. It will be ready for review & vote by the end of this academic year.
- Donald reported they are also working on the Teaching Faculty promotion guidelines. Debasis will be sending those out for review before the SET faculty meeting in May.

### **Student updates**

- Dustin reported that with the Ukraine crisis unfolding, our student body & faculty are impacted. Please be sensitive to that matter & reach out to those who may need support.
- There is a letter from students addressing some concerns regarding Dr. Wei Cheng's class. Dustin will forward it to Wei and Anderson.

### **Presentation - Data Science Minor**

- Ka Yee shared that they are working on a new data science minor that targets non-CSS students across the UWT campus.
- She also gave a presentation on the draft NOP (notice of proposal).
- More work needs to be done. In particular, we need to reach out to different units/programs on campus to make sure that this minor would benefit students in different units/programs.
- Please reach out to Ka Yee if you would like your course to be listed as an elective, have additional feedback or would like to join the proposal team.

**Vote on ABET outcomes on our master/model syllabi. The courses we will be voting on are: 321, 372, 437, 440, 446**

<https://drive.google.com/drive/u/1/folders/1k0QeKNeJkyETeEZ5DyiIOAjnWXN735u>

Motion to approve the ABET outcomes on the master/model syllabi for TCSS 321, 372, 437, 440 and 446.

**Moved:** Menaka Abraham

**Seconded:** David Schuessler

**Eligible to vote:** 20

TCSS 321: 19 in favor, 0 opposed, 1 abstained

TCSS 372: 19 in favor, 0 opposed, 1 abstained

TCSS 437: 19 in favor, 0 opposed, 1 abstained

TCSS 440: 18 in favor, 0 opposed, 2 abstained

TCSS 446: 18 in favor, 0 opposed, 2 abstained

The ABET outcomes were approved.

### **Discussion and possible vote on TCSS 491 changes**

<https://docs.google.com/document/d/1yEDur5QyGzxJ6bQBrtY9TQDf-mY5NJaNupRqpaIlgDo/edit>

Motion to approve the syllabus with the agreement that the course title and grading components will be added later by Chris Marriott and Monika Sobolewska.

**Moved:** Monika Sobolewska

**Seconded:** Chris Marriott

**Eligible to vote:** 19

**In favor:** 15

**Opposed:** 0

**Abstained:** 4

The motion was approved.

### **Discussion of TCSS 422 master syllabus updates and ABET outcomes, available at:**

<https://docs.google.com/document/d/1SwGWP821wSXIW0U7ci-iEJuQNMnH56Rk/edit?usp=sharing&oid=116364765499725524527&rtpof=true&sd=true>

Wes Lloyd went over the TCSS 422 master syllabus updates:

- The last update was 2011
- TCSS 380 is now a pre requisite for TCSS 422
- Pre-conditions are derived from 380 and 372
- Course student learning goals, ABET learning outcomes, UWT student learning goals and List of topics was updated

### **Announcement of the SET Research Showcase on (Friday) April 22, from 3 to 6 pm at William Philip Hall**

Wes expressed that the goal of this event is to build a culture of innovation at SET by stimulating collaborations through networking among SET faculty and external collaborators. We need your help to make this inaugural event a success. RSVP to attend at:

<https://events.uw.edu/SETshowcase>

Submit an abstract to present a poster at: <https://forms.gle/tkF2vUDQ4LSCwaDN9>

This is an excellent opportunity to learn more about each other's work. Graduate students are highly encouraged to present. We are looking for recently or soon to be published work. If you have a recently funded grant, we would love to learn more. Abstracts will be reviewed by the Steering committee.

### **CDS/Industry Data Science Capstone Program**

Juhua Hu shared that several local companies/industry organizations in Tacoma reached out to her for this partnership. The SET Engineering senior project program inspired the CDS/Industry Data Science capstone.

The CDS/Industry Data Science Capstone Program brings together UW Tacoma data science students and companies to tackle real-world data science problems. Sponsors bring in projects from their companies and provide support to teams of creative, talented data science students who will design and build innovative solutions.

[https://docs.google.com/document/d/1XSyDIuJQJF6q5\\_8ILUpy3msV3HvT4A4dExr1MP22rE0/edit?usp=sharing](https://docs.google.com/document/d/1XSyDIuJQJF6q5_8ILUpy3msV3HvT4A4dExr1MP22rE0/edit?usp=sharing)