

GradCSS Committee Meeting – Minutes

May 6, 2022

10 a.m. – 11 a.m.

Virtually via Zoom

Attendance

Voting Faculty: Donald Chinn, Wei Cheng, Wes Lloyd, Eyhab Al-Masri, Ankur Teredesai, Paulo Baretto*, Martine De Cock, Ka Yee Yeung, Juhua Hu

=*not present for vote

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

Absent: Mohamed Ali (sabbatical), Anderson Nascimento, Josh Tenenberg (sabbatical)

Items

1) Approve minutes from 4.8.22 meeting

Moved: J. Hu

Seconded: W. Lloyd

Eligible for vote: 12

7 in favor, 0 against, 1 abstain, 2 voting faculty members on sabbatical, 1 voting faculty member absent

2) Announcements: Hooding Ceremony

Commencement is on June 13th and will include graduates from 2020 – 2022. The MCL program is hosting a hooding on Saturday, June 11th. We can host a hooding on the same day as MCL, or during finals week (June 6-10th). A decision needs to be made soon so we can let students know/include it on

the UW Commencement website. The committee discussed options, including the point that most CSS Graduate students are interested in participating virtually. Since we have successfully hosted this event virtually in the past, **the committee decided to host the hooding virtually again this year.**

3) Health of the Program

This quarter, there are 61 MSCSS students, 22 Ph.D. students, and 15 GCSDE students admitted. For Fall 2022, there were a total of 209 applications. 178 of these have been reviewed, leaving 21 reviews still not completed. A total of 112 students have accepted their admission offer, and 64 rejected. There are 18 applications that are missing items, which explains why they haven't been reviewed yet.

These numbers were compared with last year's numbers, and the Committee Chair reminded the committee that we want these numbers to increase over the years. Some committee members raised concerns in regards to growing the Ph.D. program – we currently have around 24 Ph.D. students, and considering our limited resources to fund them, it will be hard to give them adequate advising if we continue to increase. This will also be difficult given Graduate Faculty's current capacity/workloads. In the Ph.D. program proposal, we agreed to only admit 1-3 Ph.D. students per year, and we are way above that now. It was also mentioned that mentoring Ph.D. students is often not acknowledged as part of faculty's workload.

The committee was reminded that the priority deadline for the Graduate Certificate is on June 30th (firm deadline is September 6th).

4) Graduate Subcommittees

The Committee Chair proposed creating 2 subcommittees to help expedite the application and proposal review process.

The application review subcommittee would be responsible for approving/voting on applications on a rolling basis – faculty that are mentioned in a students' application will also be asked to review the application. This will set the precedent that everyone will participate in application reviews, but won't have to be on the subcommittee, and will ideally help expedite the application review process and ensure consistency of reviews.

The proposal subcommittee is open to anyone interested, and will consist of the advisors of students who submit their proposal each quarter. This means that this subcommittee will have different members each quarter, and will engage in blind reviews of all submitted proposals. This will help with

consistency and efficiency in feedback on our end. Any comments/concerns about these subcommittees should be directed to the Committee Chair.

5) Graduate Program Coordination

The “big ticket” items for this Academic Year include:

- Completing application and proposal reviews (ensuring diversity and inclusion is front and center in this process)
- Ensuring Graduate Committee’s share of voice is heard for CSS hiring and open positions
- Ensuring course offerings are consistent
- Update/simplify website
- Mentoring for advancing research and industry collaboration

Overall strategy planning is important for the success of the program.

6) Annual Reviews

Every year, Ph.D. students will complete an annual self-assessment (courses completed, general exams taken, publications, grad committee members, etc.), which will be reviewed by the Graduate Committee, who will then provide feedback to each student. This will help us identify need within our Ph.D. program. **The deadline for this assessment will be on May 17th**, so this will need to be sent as soon as possible.

Post-Meeting Note: The 2022 Ph.D. Self-Assessment was sent to all current Ph.D. students on 5/10.

The updated presentation slides we will use for our future discussions can be found here:

<https://docs.google.com/presentation/d/1XpkwKwj7kPWXFA4pjsePdhE0A1QZWgZ-7IXqfkAgSA/edit?usp=sharing>