

**CSS Program Meeting Minutes**  
**April 08, 2022**  
**2:30-4:00 pm**  
**Zoom**

**In attendance:** Eyhab Al-Masri, Paulo Barreto, Tom Capaul, Wei Cheng, Donald Chinn, Martine De Cock, Kivanc Dincer, Alan Fowler, Ingrid Horakova, Juhua Hu, Wes Lloyd, Chris Marriott, Anderson Nascimento (chair), Raghavi Sakpal, David Schuessler, Monika Sobolewska, Ankur Teredesai, Ka Yee Yeung-Rhee

**Sabbatical:** Mohamed Ali, Josh Tenenberg

**Non-voting faculty and staff:** Bryan Goda, Beth Jeffrey, Kira King, David Ross, Marife Tabao, Noelle Wilson

1. **Approval of the minutes from March 04, 2022**

Motion to approve the minutes from March 04, 2022.

**Moved:** Tom Capaul

**Seconded:** Alan Fowler

**Eligible to vote:** 12

**In favor:** 12

**Opposed:** 0

**Abstained:** 0

The minutes were approved.

2. **Announcements**

a. SET/UWT Programming Contest - April 30, 2022 (Chris and Tom)

The Puget Sound Spring Programming Contest is hosted by UW Tacoma SET on April 30, 2022 from 9:00 am–6:00 pm located in the Science bldg. We are going to try to offer it quarterly to invite all the local community colleges, universities and high schools in the area. This will give us an opportunity to recruit some top tier students & build community relations. Please encourage everyone to attend.

b. ABET course material collection progress (Monika)

Please reach out to Anderson if you need assistance with collecting the course materials for ABET.

- c. Voting on part-time faculty (Anderson)  
Anderson and Zaide will put together student course evaluation reports & other materials to be reviewed for part-time faculty.
  
- d. Nominations for SET awards are open until Monday April 11 @ 5pm  
We asked everyone to fill out the forms if you have anyone you would like to nominate for the awards.
  - 1. SET Staff Award  
[https://uwt.az1.qualtrics.com/jfe/form/SV\\_9Y9nnygZXQrtMwu](https://uwt.az1.qualtrics.com/jfe/form/SV_9Y9nnygZXQrtMwu)
  - 2. SET Faculty Teaching and SET Faculty Research  
[https://uwt.az1.qualtrics.com/jfe/form/SV\\_5mvcYMhIVk7yygu](https://uwt.az1.qualtrics.com/jfe/form/SV_5mvcYMhIVk7yygu)
  
- e. Please RSVP to attend the SET Research Showcase  
<https://events.uw.edu/SETshowcase>  
Everyone is invited. It will be held on (Friday) April 22, from 3 to 6 pm at William Philip Hall. We asked everyone to RSVP to get an accurate head count for light refreshments.

### 3. **Advisors' update**

- David reported that we have admitted 46 students into the CSS program; 29 have already accepted and more are rolling in. This is a healthy number this time of the year and we expect to receive more once spring quarter grades post at the end of the quarter.
- Summer registration opens next week, April 11<sup>th</sup>. If anyone is willing to overload your classes, please remember students need something in writing from you so that they can submit the request to the advisors. Let the advisors know if you have any questions.

### 4. **Student update**

No updates.

### 5. **Graduate update**

- Ankur reported that they are still reviewing the graduate applications. Curtis and Victoria will be reaching out to the graduate faculty to assist with the admission review & decision process.
- Graduate committee also started reviewing thesis proposals.

## 6. Faculty Council update

- Donald shared that the Faculty Council is working on a template for the annual reviews.
- Mike McCourt and Donald are finalizing promotion guidelines for teaching faculty. Both of these items are to be completed before the end of the year, May 20<sup>th</sup> faculty meeting.

## 7. ABET syllabi voting

- a. Monika went over the TCSS 445 (design elective), 435, 452, 455 and 478 syllabi:

<https://drive.google.com/drive/u/1/folders/1k0QeKNeJkyETeEZ5DyiIOAjjnWXN735u>

Motion to approve the ABET outcomes on the master/model syllabi for TCSS 445, 435, 452, 455 and 478.

**Moved:** Monika Sobolewska

**Seconded:** David Schuessler

**Eligible to vote:** 17

TCSS 445: 17 in favor, 0 opposed, 0 abstained

TCSS 435: 17 in favor, 0 opposed, 0 abstained

TCSS 452: 17 in favor, 0 opposed, 0 abstained

TCSS 455: 17 in favor, 0 opposed, 0 abstained

TCSS 478: 17 in favor, 0 opposed, 0 abstained

The motion was approved.

### b. TCSS 422

Wes gave a summary of last meeting's discussion about the TCSS 422 master syllabus. It has been modified to reflect the current status of the course and has been shared with Juhua, Wei, Tom and Monika for review.

Motion to approve the changes to TCSS 422 master syllabus.

**Moved:** Tom Capaul

**Seconded:** Paulo Barreto

**Eligible to vote:** 17

**In favor:** 14

**Opposed:** 0

**Abstained:** 3

The motion was approved.

c. **Intro TCSS 487** (Monika / Paulo)

Paulo went over the updates on TCSS 487 master syllabus. Monika and Paulo will send everyone the link to review & we can vote on it at the next meeting.

[https://docs.google.com/document/d/1oNoj6ha3yu1IyX\\_Gnt93Yce82obdUKmC/edit](https://docs.google.com/document/d/1oNoj6ha3yu1IyX_Gnt93Yce82obdUKmC/edit)

8. **Introduction to Combined Undergrad Degree proposal** (vote in May)

[https://uwnetid-](https://uwnetid-my.sharepoint.com/:w:/g/personal/uwcheng_uw_edu/Ea1Qa2V12kVJmOmd5rP3yz4Ba2H7u19cCRZDMxZNsEX1ww?e=Bff9oe)

[my.sharepoint.com/:w:/g/personal/uwcheng\\_uw\\_edu/Ea1Qa2V12kVJmOmd5rP3yz4Ba2H7u19cCRZDMxZNsEX1ww?e=Bff9oe](https://uwnetid-my.sharepoint.com/:w:/g/personal/uwcheng_uw_edu/Ea1Qa2V12kVJmOmd5rP3yz4Ba2H7u19cCRZDMxZNsEX1ww?e=Bff9oe)

[https://uwnetid-](https://uwnetid-my.sharepoint.com/:x:/g/personal/uwcheng_uw_edu/Ecj6F4YOlthFo34vgrj_q5kBJJ6VpyqD_qplyYblEQoKjQ?e=fQOmuJ)

[my.sharepoint.com/:x:/g/personal/uwcheng\\_uw\\_edu/Ecj6F4YOlthFo34vgrj\\_q5kBJJ6VpyqD\\_qplyYblEQoKjQ?e=fQOmuJ](https://uwnetid-my.sharepoint.com/:x:/g/personal/uwcheng_uw_edu/Ecj6F4YOlthFo34vgrj_q5kBJJ6VpyqD_qplyYblEQoKjQ?e=fQOmuJ)

Monika led the discussion:

- Combined Undergrad Degree: 12 credit hours that will be 500 level courses. That is the maximum number of credits that the graduate school allows. It is targeted for high achieving students so it is modeled like our CSS honors program.
- Wei and Monika had to add a lot of narrative here to explain all of the aspects of the degree. They met with a representative at the graduate school, undergrad advisors, graduate advisors, the registrar's office and APCC.
- There was a conversation on how do we manage the overlap between the undergrad and graduate courses? Are we thinking about aligning our program a little better so that we can make sure there is an actual pathway for students?
- When it comes to core courses, there is a substantial difference. Graduate courses for example cover more advanced & complex topics. When it comes to undergraduate electives, they do have some overlap even when a student is coming from another institution.
- Monika asked the faculty for feedback/edits in a written format using the shared link.

## 9. WiDS Tacoma @ UW Tacoma

Juhua shared information about the upcoming event for Women in Data Science in Tacoma @ UW Tacoma. Tentative date: June 1<sup>st</sup>, Wednesday, 9am-4pm.

<https://docs.google.com/document/d/1D64rdPHv1MP2mqTEXGmughNHPG-NvpoYhLUU-ABsLos/edit>

- Students graduating in spring 2022
- Thesis Students
- Capstone Students: Posters
- CSS Honors
- Contact Juhua if you have recommendations for invited speakers, panel & sponsorship.

## 10. TCSS 496 Portfolio based learning course credits to change from fixed to variable to accommodate existing or late to BA admits.

Raghavi led the discussion:

- Currently, this course is setup to be taken as 1 credit each quarter during the junior and senior years for a total of 6 credits. The change from fixed to variable credits accommodates new or existing BA in CSS students to make up some of the credits to meet the 6 credits requirement for the BA in CSS graduation. This flexibility is good for students that switch to the BA and/or admitted into BA in Winter quarter instead of Autumn quarter.
- Beth pointed out that we want to make sure that a student who is doing a variable credit should know when & how to do it. Perhaps adding notes to the schedule “For credit amount consult with an advisor” would help with any confusion.
- Monika expressed the variable credit is the same as the internship TCSS 497 class. Students sign up on their own after approval & given an add code. They can put in the number of credits that they want. It requires extra checking from the faculty after the registration period ends to verify that they signed up for the correct number of credits. If the number of students is low it is easy to control however if there are many students signing up it could be more difficult to manage.

**Action item:** Raghavi will write up a paragraph/explaining the rational that was discussed today and will be voted on the next meeting.

## 11. TCSS 325 discussion

<https://docs.google.com/document/d/1sDkajEGIK8q-6jVozur0q37KKw-GK1IE/edit>

- Donald continued the discussion of gender inequality within the computer science field in TCSS 325 (Computers, Ethics, and Society) class; possibly making the topic from optional to mandatory in the course syllabus.
- Donald gave a recap of previous conversations. Monika, Donald and Josh reviewed the syllabus together after Donald received some push back from some of the part-time & full time faculty who are currently teaching TCSS 325. In response to the feedback from TCSS 325 instructors, rather than making a new required topic called "diversity, equity, and inclusion" in the syllabus, Monika and Donald elaborated the bullet point on the required topic of "technology as an embodiment of values" by including examples such as sources of bias in computer systems and diversity in the workplace.
- Monika expressed that the idea here is technology embodies the values.
- Chris expressed that we are receiving a request from both administration and students to teach Gender, Racial Bias and Addressing Diversity in the workplace.
- Ka Yee shared that Heather is currently developing a seminar class with a heavy DEI component. It is part of the data science minor & we are receiving feedback from faculty regarding ethics issues.
- Beth expressed the importance of this unique opportunity to talk about what the workplace will look like for CSS graduates and other ethical issues that can come up in the computer science arena.

**Action item:** Donald/Monika will share the TCSS 325 document to the CSS faculty to collect comments and/or suggestions. They can also arrange a discussion with interested parties outside the CSS program meeting.