

## **CSS Program Meeting Minutes**

May 06, 2022

2:30-4:00 pm

Zoom meeting

**In attendance:** Menaka Abraham, Eyhab Al-Masri, Paulo Barreto, Charles Bryan, Tom Capaul, Wei Cheng, Donald Chinn, Martine De Cock, 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 Teneberg

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

### **1. Announcements**

Anderson reminded everyone that the CSS faculty would be voting on PT faculty at the next meeting. He will be sending out course evaluation reports, teaching demos and other materials to be reviewed before the vote.

### **2. Advisors' update**

- David reported that as of today, 8 students had been admitted to the BA program and admitted 55 for the BS program; we are right on target for this time of the year. We typically receive more applications at the end of spring after grades post.
- Beth reminded everyone that autumn registration opened today. If your classes fill up, to overload, please send the student to the SET course registration request form (they will need approval from you before they fill it out): [setuwt.smapply.us/prog/registration](http://setuwt.smapply.us/prog/registration). You also have the option of raising the cap to your course, just let the advisors know.

### **3. Students' update**

No updates.

### **4. Graduate update**

- Martine shared that they went over the admission numbers this morning and had a discussion on how PhD students should be submitting their progress reports.
- Donald shared that they also discussed the PhD enrollment management.

## 5. Faculty Council update

Donald reminded everyone that Debasis sent the Annual Activity template and Teaching Track Promotion document for review. If you have any questions or feedback, send them to your faculty council representatives.

## 6. Lack of design elective for seniors graduating in summer

1. Can exceptions be made?
2. Can the list of design electives be expanded?

- Beth brought up the recurring issue of the lack of design elective for graduating seniors.
- Eyhab shared that he is teaching TCSS 460 - Client/Server Programming for Internet Applications this summer. This could serve as a substitute design elective for that group of seniors who need to graduate.
- Current design electives are TCSS 437, 445, 450, 465 or 491. Unfortunately, we are offering two out of the five electives right now.
- We need to expand the list for fall (and beyond) with a 1503 update and vote through APCC to fix this issue.
- Menaka proposed that we change the wording in the catalog to say 'see our website for the list of design electives' when we make the program change to provide this flexibility for the future.
- Action item: The advisors can help these students get registered into 460 for summer. However, advisors will not be able to confirm with the student that this will meet the design requirement until the next meeting when CSS faculty vote on it.
- TCSS 460 will still not be an official design elective this summer, however for ABET purposes we will attach proper documentation showing that we voted/approved it, and that the course itself has design components.

## 7. ABET syllabi votes / intros

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

- **456, 483, 487, 497 vote (Monika)**

Motion to approve the ABET outcomes on the master/model syllabi for TCSS 456, 483, 487, 497

**Moved:** Monika Sobolewska

**Seconded:** Paulo Barreto

**Eligible to vote: 19**

TCSS 456: 19 in favor, 0 opposed, 0 abstained

TCSS 483: 19 in favor, 0 opposed, 0 abstained

TCSS 487: 19 in favor, 0 opposed, 0 abstained

TCSS 497: 19 in favor, 0 opposed, 0 abstained

The motion was approved.

- **450 intro presentation (Charles)**

Charles went over the model syllabus:

- Added ABET learning outcomes
- Corrected the pre requisite to 360
- Proposed to remove the topics discussing graphics and animation & replacing it with security basics

- **305 intro presentation (Alan)**

Alan went over the model syllabus:

- Syllabus was worked on by Alan, Charles, Monika and Tom
- Last time we voted on the 305 syllabus, we approved a required lab unfortunately, it never happened due to scheduling issues and other issues. We are now removing this lab requirement, which was never implemented.
- There were too many requirements within the course to fit in 10 weeks so the group trimmed it

8. **TCSS 390 Workshop for TCSS 305**

Charles shared that we voted for a 305 lab unfortunately we never implemented them. There is a need/desire for students to have extra practice in a practicum course and we would like to find a way to provide that. The option was to have a 390 workshop for 305 just like how we run the workshops for 143, 321, 342 and 343. We want to run it as a workshop structure and not offer it as a lab.

**Goal:** Starting in the autumn 2022, offer to have a single 390 workshop for TCSS 305. Offer one for the fall, winter & maybe spring (depends on the number of students). Have a trial run next year to see if it works to see how many students show up & what they get out of it.

If you have any suggestions or concerns, please reach out to Charles and Donald.

9. **Combined Undergraduate Degree vote** [https://uwnetid-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-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)

Motion to approve the Combined BS/MS in CSS Degree

**Moved:** Monika Sobolewska

**Seconded:** Tom Capaul

**Eligible to vote:** 17

**In favor:** 13

**Opposed:** 3

**Abstained:** 1

The motion was approved.

10. **TCSS 497 sign up document - small edit**

<https://docs.google.com/document/d/1NvJHnZPqPWziGmFRCl-mInML3ZgP-rND/edit?usp=sharing&oid=114089562345516977968&rtpof=true&sd=true>

Monika would like to make a small edit on the 497 document to reflect our current processing practice and to update Andrew Fry's new title.

**Current:**

***Step 3: Present completed CSS Internship Contract Form, signed by Internship Sponsor, to Assistant Director of Industry Partnerships to check for completeness of application and verification of Internship sponsor(s).***

The student must submit the completed and signed Internship Contract and their internship offer letter that lists the dates and the number of hours, or other verification of employment, to Assistant Director of Industry Partnerships.

***Step 4: Present completed CSS Internship Contract Form signed by Assistant Director of Industry Partnerships and Internship sponsor to the faculty instructor for the course.***

**New:**

***Step 3: Present completed CSS Internship Contract Form, signed by Internship Sponsor, to the faculty instructor for the course along with an unofficial transcript.***

Faculty instructor for the course verifies that the internship/project content is appropriate for a TCSS 4xx level course and that the prerequisite has been fulfilled.

***Step 4: Present completed CSS Internship Contract Form signed by Internship Sponsor and faculty instructor for the course along with employment verification letter to the Director of Industry Partnerships.***

The student must submit the completed and signed Internship Contract and their internship offer letter that lists the company name, the dates and the number of hours, or other verification of employment, to Director of Industry Partnerships.

#### **11. Direct Admit Committee (incoming freshman) report**

[https://docs.google.com/document/d/1LpgU\\_cfbe\\_g\\_mLjalrl5vTD12jfp6ubloD\\_-WKqnFPs/edit?usp=sharing](https://docs.google.com/document/d/1LpgU_cfbe_g_mLjalrl5vTD12jfp6ubloD_-WKqnFPs/edit?usp=sharing)

Tom thanked Monika, Chris, Donald and Kira for dropping in and providing very useful feedback at yesterday's listening session.

Report & recommendations from the 2022 SET Direct Admissions Committee:

- This is for incoming freshmen
- It allows us to recruit high achieving students and underrepresented groups. These students would otherwise go to UWS, who have direct admit in place.
- UWS expressed it has a positive impact on their program with direct admits being very successful/low dropout rate & many more underrepresented groups are gaining access to the program.
- We are looking to start the direct admit process next academic year: Autumn 2023. We would allow 30 direct admit students for all of SET. 5 to 10 would be CSS majors.
- We would not increase our admit numbers, the direct admits would be included with the number of students that we already admit in SET. The impact in our current course load would not increase.

- In addition we would like to model what UWS is doing and create a 1 credit seminar to introduce direct admits and other freshmen to the different things that can be done with the degree.
- The seminar could include advisors, faculty, upper division CSS students (juniors, seniors and graduate students). It could be offered in the fall quarter or quarterly depending on demand.
- Major issue that was discussed: existing gap that freshmen have between 142 and 143 and the rest of the CSS courses, which are in the junior level. One way to mitigate this is to have them wait until their sophomore year to take 142 and 143. As a freshman, they can take the seminar and 141 if they wanted.
- Kira shared these students would be a pre-SET major and we would have the opportunity to track these students very closely.

#### **12. Puget Sound Programming Contest (held 4/30/22 @ UWT) report**

- Chris & Tom shared photos from the Puget Sound programming contest. We had 99 competitors and 35 teams. Students from UWT, Highline and other colleges/universities in the area participated in this fun & successful event.
- The plan is to hold it again in autumn and possibly offer it once every quarter next year.
- The goal is outreach to the community colleges and high schools.
- Thank you to Charles and Raghavi for helping with the event.
- Anderson asked Tom/Chris to reach out to Haneen so that we can publish the success of this event on our SET website and social media.

#### **13. Presentation of the proposed SET Teaching Faculty Promotion Guidelines**

Donald went over the draft “Teaching Track Promotion” document. Please review and let him know your suggestions or add notes on the shared document. The Faculty Council will meet, discuss and finalize on May 19. The goal is to vote on May 27 during the spring quarter Faculty Meeting.