CSS Program Meeting Minutes
May 20, 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, Anderson Nascimento (chair), Raghavi Sakpal, David Schuessler, Monika Sobolewska, Ka Yee Yeung-Rhee

Sabbatical: Mohamed Ali, Josh Tenenberg

Student representative: Dustin Ray

Non-voting faculty & staff: Beth Jeffrey, Kira King, David Ross, Marife Tabao, Noelle Wilson

1. **Approval of the minutes from April 8, 2022 and May 6, 2022**
   Motion to approve the minutes from April 8, 2022 and May 6, 2022
   Moved: Monika Sobolewska
   Seconded: Paulo Barreto
   Eligible to vote: 15
   In favor: 14
   Opposed: 0
   Abstained: 1
   The motion was approved.

2. **Announcements**
   Anderson, Bryan Goda and Monika will be sending out notifications to faculty & asking input for our ABET data collection

3. **Advisors' update**
   - David reported that we have 54 students who accepted their admission into the BA/BS CSS program and 65 students who received their acceptance letters/waiting for their confirmation. New process this year: rolling admissions – we are processing them as they come in, whereas in previous years we waited until a certain date before we processed them all at once in bulk. While this is a better process, this does not give us an accurate snapshot of where are numbers will be after the cycle. If we do have space left when we close our admission deadline in July 1, we can certainly extend it and allow more students to apply & finish their pre requisites this summer.

- Beth announced that this is the first year that we are back in person for graduation. Commencement is scheduled on Monday, June 13, 2022 at the Washington State Fair Grandstand. This year we are going to celebrate the Class of 2022, 2021 and 2020. Please plan to attend, it means a lot to our students for you to be there.
- Menaka shared that the UW campus is coordinating a roundtrip shuttle/transportation details for us & encouraged all faculty to attend.

4. **Students' update**
   - Dustin reported that some students raised an issue about the performance of an instructor.
   - Anderson shared that they are aware of the issue & they are trying to engage with the instructor in question. Anderson also asked Dustin to organize with the students to write a letter (to the CSS Program Chair and Dean of SET), stating the case & explaining how it affected them. The administration needs more information & documentation regarding the issue to find a resolution.

5. **Graduate update**
   - Martine shared that they went over the current PhD students' annual progress reports. They identified who is doing well and who needs additional help. Ankur will reach out to those who need additional support.
   - They also reviewed the application process for the graduate programs.

6. **Faculty Council update**
   - They had been focusing on the template for the annual report. It will be finalized for a vote at the upcoming SET faculty meeting next Friday, May 27, 2022.
   - Teaching track faculty promotion guidelines: Debasis will also send this out on Monday for everyone to review & vote on at the upcoming SET faculty meeting.
   - Topics to address next year: criteria for additional merit, process for selecting faculty for admin roles (i.e. Associate Dean), mentoring of junior faculty, workload, peer teaching evaluation guidelines, selecting search committees for faculty hire, travel grant award, selecting teaching/research awards, graduate faculty selection guidelines. If there are any other topics that need to be addressed please reach out to Tom or Donald.

7. **Announcement Dean's five year review**

- Martine shared that SET Dean, Dr. Raj Katti is undergoing his 5-year administrative review.
- The committee members are:
    - Martine De Cock, Professor, SET (Committee Co-Chair)
    - Rachel Endo, Professor & Dean, School of Education (Committee Co-Chair)
    - Yan Bai, Professor, SET
    - Haluk Demirkan, Professor, Milgard School of Business
    - Katie Haerling, Professor, School of Nursing and Healthcare Leadership
    - Max Laddomada, Professor & Chair of EE & CE SET
    - Joel Larson, Director of Operations, SET
    - Tucker Reed Stewart, PhD Student, SET
- You are all invited to offer candid & confidential feedback about SET's successes and growth areas under Dr. Katti's leadership.
- There is an anonymous online survey link that went out this week & there will be a confidential Zoom listening sessions for SET faculty, staff and students. More details are coming soon. Everyone is encouraged to take part of this process.

8. **Vote on the direct admission of freshmen into our program.**

Link to the report produced by the committee on this subject:
https://docs.google.com/document/d/1LpgU_cfbe_g_mLjalrl5vTD12jfP6ubloD_-WKqnFPs/edit#heading=h.sjwih9mtj7l8

Tom gave a brief summary of previous discussions of the direct admit of freshman into the CSS program.

Motion to approve the direct admission of freshman into CSS program
Moved: Menaka Abraham
Seconded: Raghavi Sakpal
Eligible to vote: 15
In favor: 11
Opposed: 0
Abstained: 4
The motion was approved.

9. **Vote to include TCSS 460 in our list of design electives** TCSS460-SU22.pdf

Eyhab gave a brief presentation of TCSS 460 and went over how it meets the qualification of the design elective. Charles plans to incorporate a design project when he

teaches 460 in the future.

Motion to include TCSS 460 in our list of design electives

Moved: Menaka Abraham
Seconded: Eyhab Al-Masri
Eligible to vote: 15
In favor: 15
Opposed: 0
Abstained: 0
The motion was approved.

10. **ABET syllabi votes / intros**
    https://drive.google.com/drive/u/1/folders/1k0QeKNeJkyETeEZ5DyiIOAjjnWXN735u
    1. **Presentation 431, 481, 461** (Wes/Anderson)

    2. **305, 450, 431, 481, 461, 462 vote** (Monika)
       Motion to approve the ABET outcomes on the master syllabi for 305, 450, 431, 481, 461 & 462

       Moved: Menaka Abraham
       Seconded: Tom Capaul
       Eligible to vote: 16

       TCSS 305: 14 in favor, 0 opposed, 2 abstained
       TCSS 450: 15 in favor, 0 opposed, 1 abstained
       TCSS 431: 15 in favor, 0 opposed, 1 abstained
       TCSS 481: 15 in favor, 0 opposed, 1 abstained
       TCSS 461: 15 in favor, 0 opposed, 1 abstained
       TCSS 462: 15 in favor, 0 opposed, 1 abstained
       The motion was approved.

11. **Vote on 497 instructions edit**
    https://docs.google.com/document/d/1NvJHnZPqPWziGmFRCl-mInML3ZgP-rND/edit?usp=sharing&ouid=114089562345516977968&rtpof=true&sd=true

    Motion to approve the 497 instructions edit
    Moved: Menaka Abraham
    Seconded: Tom Capaul

Eligible to vote: 16
In favor: 12
Opposed: 0
Abstained: 4
The motion was approved.

12. **Vote on part-time faculty**
    1. Roger Stanev to teach TCSS 325 in AY 2022-2023.
    2. Charles Johnston to teach TCSS 325 in AY 2022-2023.
    3. Kevin Anderson to teach TCSS 501 and TCSS 503 in AY 2022-2023.
    4. Jeff Weiss to teach TCSS 360 in AY 2022-2023.
    5. Hossam Fattah to teach TCSS 558 and TCSS 545 in AY 2022-2023.
    6. Robert Cordingly to teach the TCSS 501, 502 and 505 (Graduate Certificate in Software Engineering) in AY 2022-2023.
    7. Varik Hoang to teach the TCSS 501, 502 and 505 (Graduate Certificate in Software Engineering) in AY 2022-2023.

Votes were recorded separately.
The motion was approved.