**CSS Grad Committee – Minutes**

**October 18, 2022**

**9 – 10 a.m.**

**CP 303 / Zoom**

**Attendance**

**Voting Faculty:** Mohamed Ali, Donald Chinn, Wei Cheng, Wes Lloyd, Ankur Teredesai, Paulo Barreto, Martine De Cock, Ka Yee Yeung, Anderson Nascimento, Juhua Hu

**Non-Voting Faculty and Staff:** Raj Katti, Curtis Black, Rachel Long

**Absent:** Eyhab Al-Masri, Josh Tenenberg

**Items**

**1) Minutes approval from 9.21.22 meeting**

 **Moved: W. Lloyd**

 **Seconded: M. Ali**

 ***Eligible to vote: 12 (2 voting faculty members absent from meeting)***

 **10 in favor, 0 against, 0 abstain**

**2) Update on MSCSS and PhD applications**

Currently, there are 50 MSCSS applications for spring – reviews have been assigned, and the committee was encouraged to complete them before the end of the month so that we can get acceptance/denied messaging out as soon as possible. The committee discussed offering rolling admissions for the PhD. As long as we keep the standards high, it makes sense to admit students that are recommended by one of our faculty members. If faculty have the capacity to work with these students, they should be admitted instead of only allowing autumn admissions.

**3) Graduate Merit Scholarship amounts discussion**

* 1. Total pool of funds available was drastically reduced from last year:
		1. 2021 – 22 the UWT shared $147.727
		2. 2022-23 the UWT will share just $91,990
	2. Our MSCSS/PhD percentage of the total award moved up from 13% to 17.8%, but the total dollar amount has been reduced. The combined total last year was $19,249 and this year the total combined is $16,378.
	3. Last year the award for MSCSS was $17,513 based on 77.33 average FTE
		1. This year the award for MSCSS is $12,726 based on 74.33 average FTE
	4. Last year PhD was $1,736 based on 7.67 average FTE
		1. This year PhD is $3,652 based on 21.33 average FTE

This is more of an FYI, wasn’t discussed in this meeting.

**4) Coordination of SET internal process for various Graduate fellowships**

There are a lot of fellowships that our PhD students can apply for where students can apply directly, and in other cases, the company expects that the university nominates students, and require applications packages be sent by a university representative. In some cases, “university” can mean UW as a whole, in other cases it can mean just UW Tacoma. This committee needs to decide who our representative will be, and who will coordinate the application processes for these funding opportunities. Ideally, the committee would like a coordinator who informs PhD students of opportunities, organizes the internal selection process, and then coordinates sending out nominations appropriately – this person will serve as the point contact for external graduate fellowships. Some members of the committee have reached out to the graduate school to see if they have someone who will be able to coordinate this, but received unclear answers/some pushback. The Chair expressed that they do not have bandwidth to serve as this coordinator. The Dean reminded the committee that the Faculty Council is looking at processes/responsibilities for associate deans, and will be discussing their functionality. This discussion could be relevant in those conversations, and should be added to their agenda.

**5) Supporting MSCSS students who are currently 100% remote**

Several students have approached some of the committee members asking for accommodations since they are fully remote (some students with visa issues, others living out of state, etc.). The committee discussed possible options for accommodating these students, and agreed that it is difficult to make an all-encompassing decision without knowing the scale of the issue (i.e. how many students have requested accommodation for being remote). Specifically, it’s difficult to offer accommodations for exams, since we don’t have access to a software that can securely proctor exams for our in-person courses. The committee then discussed potentially offering a fully online MSCSS, since this is a growing trend in CSS programs. A committee member noted that each course section should be taught either online or in-person and not a combination of the two in an attempt to accommodate both remote and in-person students, as this may create a lot of extra work for the instructor. The committee will discuss this further in future meetings since a concrete proposal is needed before it can be voted on. The Graduate Advisor agreed that they will provide the number of students requesting accommodation to continue working remotely in our next meeting.