CSS Grad Committee – Minutes

November 8, 2022

9 – 10 a.m.

CP303 / Zoom

Attendance

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

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

Absent: Josh Tenenberg

Items

1) Vote on 10.18.22 minutes

> **Moved: A. Nascimento**
>
> **Seconded: P. Barreto**
>
> *Eligible to vote: 12 (1 voting faculty member absent)*
>
> **10 in favor, 0 against, 1 abstain**

2) PhD student list and progress review (review updated spreadsheet)

Link to spreadsheet: https://drive.google.com/drive/folders/1gZKnNbgSZT2jn4iyo_-8MeHjrBjokoW4?usp=sharing

The committee reviewed each PhD student to check if they are still active or not, and to make appropriate plans of actions for students who need extra help. For some students, they will need to meet with the Chair directly to create individual plans of action. The Chair recommended adding a column to this tracking spreadsheet titled "Publications or Masters Thesis" to track which students are currently working or have previously published articles or theses.

3) Update on Grad Teaching schedule for Winter and Spring (sneak preview of who is doing what)

This conversation will be taken offline, and the link to the Excel spreadsheet with the list of who is teaching what will be shared with the committee. The committee agreed that it's a good idea to start planning for the next academic year, since this will help make sure that all of the core courses are covered, and will help accommodate for those who are planning on taking sabbatical during the next academic year – this will also give the committee the opportunity to discuss the delivery model for each course.

The committee then discussed how to potentially create policy for DL hybrid teaching. From one committee member's understanding, we can propose a policy as CSS (undergrad + grad), as long as it doesn't contradict SET's policy (if it is updated after we enact our own policy). Another committee member mentioned that it might be wise to have 2 policies for undergrad and grad, since graduate students have different needs than our undergraduate students. We will add an agenda item in our February meeting to discuss our teaching schedule for academic year 2023-24.

4) Applications update

So far, we have admitted 24 students and denied 13 for spring quarter. There are around 14 students that are still pending for spring, and need to submit documents such as their English proficiency exam and GRE results. The deadline to apply for spring quarter is November 17th, and the advisor expects more applications to be submitted closer to this date. The Chair reminded the advisor that we agreed on doing rolling admissions, and to assign reviewers as soon as the application is submitted. This will help prevent prospective students from accepting offers elsewhere, since they typically choose the school who responds and sends out acceptance letters the quickest.

The Chair created a spreadsheet to track responsibilities and action items – this spreadsheet was also shared with the committee. The Chair is hoping that this document will help everyone work more efficiently, and to make everyone's administrative responsibilities more transparent. The advisor reminded the committee that graduate programs will soon receive access to a new CRM, Slate. Slate will make assigning action items to the appropriate person automated, and will send reminders and communication streams automatically.

5) Graduate Certificate update

This quarter there are 16 students enrolled. We held a "boot camp" for GCSDE students, which significantly helped with retention – last year, we lost 9 students and this year we only lost one. This bootcamp happens after students have enrolled, 2 weeks before they start (2 Saturdays). This event is free, and aims at helping students make sure they have the appropriate background information needed to succeed in the Certificate program. Ultimately, this will help students feel more prepared for 501 and 502, and also helps build connections amongst students and faculty.

6) GRE Waiver Process in MS

The advisor expressed that there are quite a few students reaching out asking if we can waive the GRE for them. There are other programs within SET that are already waiving the GRE (MSECE and MCL), and the advisor is hoping that we can do the same to help encourage students to apply. The advisor shared a drafted document of a potential policy for students to request a waiver, which included a required statement of intent, evidence of successful graduate coursework in the intended field of study or closely related field, and evidence of professional success.

The committee discussed a potential GRE waiver, and agreed that the GRE is an important indicator of whether a student will succeed in the program or not. Students are already required to submit an essay, so it may not be wise to also ask them to submit a statement of intent just for the GRE waiver. Overall, the GRE is a useful metric among many others we use, and the committee feels that we should still require it for our applicants. The Chair reminded the committee that we currently waive the GRE for all internal applicants (i.e. current UWT students) on a case-by-case basis.

This will be discussed further in a future meeting.

7) Adding TCSS 701: Internship as a substitution course to the "course Only" tracks

There is a new requirement from the Graduate School that will impact our students: all students now need capstone experience of some sort, even in course-only tracks. We have to come up with a creative capstone experience other than just a project/thesis.

This will be discussed further in a future meeting.

8) Announcements

- Hooding for all SET programs is Saturday, June 10th (on campus)

- Commencement is Monday, June 12th (no venue announced it is probably NOT the Tacoma Dome)