

## **ECE Graduate Committee – Minutes**

**November 10, 2022**

**CP 325 / Zoom**

**12:30 – 1:20 p.m.**

### **Attendance**

**Voting Faculty:** Orlando Baiocchi, Vahid Dargahi\*, Debasis Dawn, Mohammed Jasim, Max Laddomada, Thillainathan Logenthiran, Mike McCourt\*, Jie Sheng, Nafiul Siddique

***\*=not present for vote***

**Non-Voting Faculty and Staff:** Raj Katti, Victoria Olive, Rachel Long

**Absent:** Matt Tolentino

### **Items**

#### **1) Approve minutes from 10/6/22 meeting**

**Moved:** M. Laddomada

**Seconded:** T. Logenthiran

***Eligible to vote: 10 (2 voting faculty members absent for vote, 1 voting faculty member absent from meeting)***

**7 in favor, 0 against, 0 abstain**

#### **2) MSECE Core and Elective Requirements: Does “TCSS” classes on the approved core and elective course lists will count towards the “TECE 5XY” credit requirements specified in the MSECE Graduate Handbook (p. 5)?**

The Chair shared the most recent approved Graduate Handbook with the committee to review. Should we change the language to accommodate students taking more than one non-ECE TCSS course? We need to confirm that this is okay with the Graduate School first. Even if we accept this and allow students to take more than one CSS course, we need to go through a formal process (i.e. a 1503 form) to

make it official – this isn't something we can decide on our own. The Dean reminded the committee that it's important to check that students have the appropriate pre-requisite courses for all non-ECE courses they take – if they don't have the pre-reqs, then the Advisor and Chair will need to speak to the instructor of the course to check that it's okay for the student to register without pre-reqs. The Chair recommended included the pre-requisite courses for all CSS courses that our ECE students can take in our Graduate Handbook, just so that it is explicitly clear what is required of them to take non-ECE courses. The Advisor will ask the Graduate School if this is okay. Once we hear back from the Graduate School, we may vote on whether to approve this or not.

### **3) MSECE Thesis Option: How to we handle “preliminary research proposal”?**

One option is for students to prepare a proposal, select committee members, and then send the proposal to all committee members via email. There is currently no official submission system for MS students. One committee member suggested that we use a program such as “Easy Chair” to help track thesis proposal reviews – this may require us getting a paid membership. The advisor will speak with the advisor for MSCSS to see what system they use to track thesis proposal reviews. The committee agreed that avoiding doing reviews/tracking proposals via email is not the best option.

### **4) How to engage graduate students with faculty for doing research?**

The advisor is planning on scheduling 1 or 2 meetings with all ECE graduate students with ECE faculty so that they have the opportunity to meet our faculty and get to know what research areas they are interested in. The Chair created a slide in the share drive with an example “faculty summary” slide to use for reference. Please enter your information into the slides as soon as possible – once we receive everyone's information, we will share with students. The goal is for students to start approaching faculty about research, research questions, and potential availability for collaboration with our faculty. This is a direct response to a gap found by the Chair – students want to work with faculty, but they aren't aware of faculty's research area or interests. The advisor suggested making the deadline for faculty to enter their information into the presentation by the first week of December.

### **5) Graduate Merit Scholarships: selection**

The Chair encouraged the committee to submit nominations for students to receive this funding as soon as possible (no later than next week). We are only able to select one student by voting. Ideally, we'd like to have a decision made before we leave for Winter break. Our next meeting is December 1<sup>st</sup>, which will serve as our deadline.

#### **6) MSECE data: enrollment, denial, etc.**

The advisor is checking every week to see if there are any applications that need to be reviewed, and assigning them to faculty as they come in. There are a few applicants for spring that are missing documents. The advisor has also set our deadlines to be later than UW Seattle to accommodate applicants who want to apply to UW Tacoma after being rejected from UWS. The next admission is in winter – we already have 3 or 4 students who have deferred from fall to winter, and 1 new admit who hasn't responded to their admission offer. We may have 1-2 additional deferrals for spring. Deadline for Winter quarter is December 2 (International student deadline is October 30<sup>th</sup> for winter) / deadline for Spring is March 3<sup>rd</sup> (International student deadline is January 6<sup>th</sup> for Spring).

#### **7) MSECE Start Terms and Deadlines**

This item will be discussed in a future meeting