

CSS Grad Committee Meeting – Minutes

December 6, 2022

9 – 10 a.m.

CP 303 / Zoom

Attendance

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

*=not present for vote

Non-Voting Faculty and Staff: Debasis Dawn, Curtis Black, Rachel Crook

Absent: Eyhab Al-Masri, Josh Tenenberg

Items

1) Approve minutes from last meeting on November 8, 2022

Moved: A. Teredesai

Seconded: W. Cheng

Eligible to vote: 12 (2 voting faculty members absent from meeting, 1 voting faculty member absent for vote)

9 in favor, 0 against, 0 abstain

2) Graduate application review

The Chair encouraged the committee to complete the application reviews for Fall, since this is our last meeting before the winter quarter. We would ideally like to send out the confirmed admissions decisions starting the first week that we are back post-break in January – the reasons to complete these reviews so quickly is to ensure that we offer admission to our high-quality candidates, and will give us the opportunity to quickly award funding like Top Scholar. The Graduate Advisor will send out notifications to Faculty when they are assigned a new application.

3) Review nominations for graduate merit award

At the start of this meeting, there were 10 nominations submitted. In previous years, we've distributed this award to all nominees (a smaller amount to more stores, as opposed to a higher amount for fewer students). Since the deadline for graduate is quickly approaching (Dec. 12) the committee agreed to distribute the award to all nominations received by Friday, Dec. 9th. The Graduate Advisor will send out reminders to Faculty to submit their nominations before this deadline.

The Chair also recommended changing our policy for awarding funding for future funding decisions – this way, we won't have to decide how to allocate this funding every year. The Chair would like to make this policy change at our next Faculty Retreat in the new academic year.

4) GRE waiver process in MS

This item was not discussed, and will be included on our next meeting's agenda

5) Adding TCSS 701: Internship as a substitute course to the "Course Only" tracks

This item was not discussed, and will be included on our next meeting's agenda

6) MSECE inquiry on pre-requisites for MSCSS courses

The MSECE program is in the process of updating their Graduate Handbook, and would like to list some of our courses as electives for MSECE students to take that may be of common interest for both programs. Both the Chairs for MSECE and CSSGrad have met and reviewed current courses to decide which prerequisite courses are required, and learned that not all CSS Graduate courses do not include prerequisite courses.

The MSECE Chair shared their draft Graduate Handbook, and discussed how MSECE students are interested in topics such as machine learning, intro to cyber-physical systems, internet of things, information theory, etc. Unfortunately, the MSECE program does not have enough faculty to teach these courses, and is inquiring with the Graduate School to see if it is possible for MSECE students to take CSS Graduate elective courses and have them count towards their degree. The MSECE Chair shared the CSS Graduate courses that they think may work for MSECE students, and asked the CSS Graduate faculty teaching these courses to share the prerequisite courses they think will prepare students the best. The committee then discussed their concerns with MSECE students not being fully prepared for CSS Graduate courses, specifically regarding space, faculty bandwidth, and student preparedness. The

MSECE Chair then shared that they have included “or instructor permission” next to the list of pre reqs for CSS Graduate Courses, which could help Faculty have more control over how many non-CSS Graduate students register for their classes.

The MSECE Chair will send the list of CSS Graduate courses to the committee, and asks that the instructors of these courses provide a list of prereqs to include in the MSECE Graduate Handbook.

7) Graduate Cert. program update

This item was not discussed, and will be included on our next meeting’s agenda

8) Data Science Cert. update

This item was not discussed, and will be included on our next meeting’s agenda