

ECE Graduate Committee – Minutes

January 5, 2023

12:30 – 1:30 p.m.

CP303 / Zoom

Attendance

Voting Faculty: Orlando Baiocchi, Vahid Dargahi, Debasis Dawn, Max Laddomada, Thillainathan Logenthiran, Mike McCourt, Jenny Sheng, Nafiul Siddique

Absent: Mohammed Jasim, Matt Tolentino

Non-Voting Faculty and Staff: Raj Katti, Alice Dixon, Victoria Olive, Rachel Crook

Items

1) Approve minutes from 12/1/22 meeting

Moved: M. Laddomada

Seconded: V. Dargahi

Eligible to vote: 10 (2 voting faculty members absent)

8 in favor, 0 against, 0 abstain

2) Meet & Greet Event, Friday, Jan. 13th from 4 – 5 p.m.

This event was planned by the Graduate Advisor, since we weren't able to coordinate an orientation for students at the beginning of Autumn quarter. Faculty will be asked to present their research areas to the newest cohort of students, so that they have the opportunity to get to know our faculty better/learn about potential collaborative research within MSECE. The draft agenda for this event was shared with the committee.

3) Graduate Handbook Revision (MSECE Core and Elective Requirements, TCSS5xx prerequisites)

Based on the suggestions given by the Graduate School, final changes were made with the Graduate Handbook. Along with this, the Chair met with the CSS Graduate Committee to discuss potentially allowing MSECE students take certain CSS Graduate courses to count towards their electives. Even if prereqs are not listed in the CSS Graduate course, students can instead receive instructor permission to enter a CSS course. The Chair shared the updated document, and the committee discussed the changes made.

Motion: To approve the changes to the MSECE Graduate Handbook as shown and discussed

Moved: D. Dawn

Seconded: M. Laddomada

Eligible to vote: 10 (2 voting faculty members absent)

8 in favor, 0 against, 0 abstain

4) MSECE data: enrollment, denial, etc.

So far, we've received 3 applications for spring 2023, and 40 applications for autumn 2023. Some applications have been assigned, and the Graduate Advisor will also be sending out reminder emails so that they can be completed as soon as possible. The Advisor reminded the committee that the earlier a decision is made, the more likely a student is to accept our offer.

5) MSECE Start Terms and Deadlines

Domestic Student deadlines:

- Spring 2023: March 3
- Autumn 2023: September 1

International Student Deadlines:

- Spring 2023: January 6
- Autumn 2023: May 12

6) EasyChair Thesis and Capstone Proposal Setup

Graduate students should work with their major advisor and then work together to plan for a pre-proposal submission. We will then select who other committee members will serve on the student's committee. The Graduate Advisor will work on creating a pre-proposal submission form, and will add everyone to EasyChair, which will help track progress/reminders after the pre-proposal is approved.