

CSS Program Meeting Minutes
October 14, 2022
2:30-4:00 pm
CP 325 & Zoom

In attendance: Mohamed Ali, Eyhab Al-Masri, Paulo Barreto, Tom Capaul, Donald Chinn, Martine De Cock, Kivanc Dincer, Alan Fowler, Ingrid Horakova, Juhua Hu, Wes Lloyd, Chris Marriott, Anderson Nascimento (chair), Raghavi Sakpal, David Schuessler, Monika Sobolewska, Josh Tenenberg, Ka Yee Yeung

Non-voting faculty & staff: Bryan Goda, Beth Jeffrey, Raj Katti, Marife Tabao

1.) Approval of the minutes from May 20, 2022 and minutes of special meeting (380 Voting Meeting) from June 10, 2022.

Motion to approve the minutes from May 20, 2022 and June 10, 2022

Moved: Paulo Barreto
Seconded: Tom Capaul
Eligible to vote: 12
In favor: 12
Opposed: 0
Abstained: 0

The motion was approved.

2.) Announcements

- Thank you to Wes Lloyd for joining the ABET accreditation committee. This committee will observe the upcoming ABET visit and with the acquired experience, will help us in our next reaccreditation in six years
- Ka Yee announced that they are looking for volunteers for next year's 2023 SET research showcase steering committee. Contact Ka Yee for more details

3.) Advisors update

- We admitted the largest BA in CSS co-hort, with 47 students this year. Raghavi and Menaka did an amazing job with assisting Kira, Noelle and Beth with recruitment. We look forward to recruiting more in the winter admission cycle
- The last day to add any course is Tuesday, Oct. 18. If students are asking to add a class or any other registration requests, they will need to fill out the enrollment request form; Beth will send the link in the chat

- Beth asked the faculty to announce this to all senior elective classes: Graduation application - Undergrad students must meet with their academic advisor to complete a graduation application. They need to apply for graduation by the end of the quarter

4.) Graduate update

- Wes shared some updates on the GC-SDE: We successfully hosted a Python programming boot camp on September 17th and 24th prior to the start of the certificate program. The goal of the boot camp was to help students practice Python programming prior to the start of the certificate program with an aim towards increasing student retention in the program
- Juhua gave an update on the Data Science Certificate (this is not a graduate certificate): Due to low enrollment, we postponed the start date to winter 2023, and plan to hold another information session in autumn 2022
- MSCSS/PhD: no updates as of today, the committee will meet next week

5.) Faculty Council update

- Donald shared that the Faculty Council met last Thursday and are working on various agenda items:
 - Rules of the Associate Deans
 - How should the Dean receive feedback from faculty
 - Workload
 - Graduate faculty membership
 - Revamping how we teach
 - Criteria to judge additional merit
 - Campus climate survey & SET climate survey; we will be reviewing that next
- Donald asked the CSS faculty what are the most important items on the list and will connect with them to create a priority list
- Tom is also working with Mike McCourt on a subcommittee regarding the teaching workload. He will reach out and gather input from the CSS faculty

6.) Students representatives update

Anderson shared that our 2021-2022 student representative(s) graduated and we will need to find new reps for AY 2022-2023. Marife will send out an email/survey to all CSS majors to find students who may be interested to serve. Anderson would like to have one graduate and one undergraduate representing our students in the CSS committee meetings.

7.) ABET Visit

Bryan went over what to expect & what everyone's role is for the upcoming (October 30 – November 1, 2022) ABET visit. He also reviewed the ABET commissions, potential

problem areas, accreditation timeline and sample visit schedule. He thanked the faculty & staff who helped with all the preparation.

8.) TCSS 2xx programming courses discussion - Monika / Tom - TCSS 241, 243, 244 drafts are in the folder:

<https://drive.google.com/drive/u/1/folders/1k0QeKNeJkyETeEZ5DyiIOAjjnWXN735u>

- Monika went over the TCSS 241 master syllabus. It is a 2-hour credit course
- Chris M. can help with the Java Script, if needed
- Pre requisite is 143 and will not be major restricted
- There was a discussion on proposing 2xx level programming courses for students who have completed 143 and are unable to take 305 as they have not been accepted into the major yet
- Monika also asked the faculty to review 241, 243, 244

9.) Discussion on the need for CSS Scheduling committee

- Anderson opened up the discussion on the need for creating the CSS scheduling committee
- Tom likes this idea and would like to help
- Chris expressed that having a committee like this can create a 'checks and balances' in the time schedule construction
- Monika mentioned that we also need to establish a distance learning policy at the CSS program level

10.) Announcement, Autumn Programming Contest happening on November 5

- Tom and Chris are planning the next Autumn Programming Contest on November 5, 2022, from 9 am – 3 pm at SCI 105, 106 and SCI 108
- Contest flier coming soon. Please spread the word to your students
- Come hang out or even help judge if you would like. Contact Tom and Chris if interested