

CSS Program Meeting Minutes
November 04, 2022
2:30-4:00pm
CP 325 & Zoom

In attendance: Mohamed Ali, Eyhab Al-Masri, Paulo Barreto, Charles Bryan, Tom Capaul, Wei Cheng, 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, Ankur Teredesai, Ka Yee Yeung

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

Student representatives: Steven Golob, Dilnoza Saidova

1. Approval of the minutes from October 14, 2022

Motion to approve the minutes from October 14, 2022

Moved: Donald Chinn
Seconded: Paulo Barreto
In favor: 14
Opposed:0
Abstained:0

The motion was approved.

2. Announcements

- Anderson shared that we have been having some time scheduling issues due to faculty turnover, course releases and other factors. In cases where we had to shuffle faculty/courses around, Anderson has communicated with the faculty directly and thanked them for being flexible
- At the last CSS program meeting, there was a consensus with creating a CSS time schedule committee. Action item: Anderson will start a Google doc and will ask the faculty to add/edit the goals & tasks of this committee
- We're hiring some part timers for the introductory programming courses due to the scheduling issues we're having
- CSS Assistant Professor search update: Wes (chair), Juhua and Ka Yee has been charged to serve on the search committee. The committee met and put together the search plan, rubric and advertisement. After Anderson and Raj reviewed those documents, it was sent to UWT Academic HR and to UW Seattle. Next step: once approved we will be placing the ads. The target date for phone interviews is January 2023, followed by in person interviews and wrapping up the search at the end of the winter quarter

- There was a discussion regarding adding a teaching professor to this committee and sharing the Assistant Professor search advertisement to the rest of the CSS faculty

3. Advisors update

- Kira announced that winter 2023 registration started today. Unfortunately, the registration system crashed after going live (it was down for two hours); our graduating seniors did not get to register when they should have, you may receive a couple more overload requests than normal. Please have students fill out the SET registration requests form: <https://setuwt.smapply.us/prog/registration/>
- Many thanks to Raghavi and Menaka for inviting Beth and Kira to their portfolio class to do one on one advising. It was a success & the advisors are grateful for the BA team for holistically supporting our students
- Reminder that we are still looking to fill the vacant senior academic counselor position, if you have any advising questions or concerns, contact both Kira and Beth directly

4. Graduate update

- Ankur reported that the applications are on track this year; the graduate committee has been diligently reviewing the applications. He is also creating a master list of all the work items that needs to be tracked (pending agenda items & deadlines); this includes all the graduate programs.
- There's also conversations around 100% remote on the Masters' program. Currently the committee had a discussion on moving forward with this but are studying the impact of what that means in terms of teaching load, resources etc. The idea is to first come up with a comprehensive view, what are the pros/cons within the MSCSS committee and sharing that with the broader CSS faculty committee
- Ka Yee shared this year we have 16 students enrolled in the GCSD program and we added a boot camp before the start of the autumn quarter. We lost roughly 9 students in last year's cohort, between people paying the deposit vs. people who actually showed up. We only lost 1 student so far this time around, so the boot camp is helping with student retention

5. Faculty Council update

Donald shared that the faculty council debriefed all the priority items & feedback that was received at the last faculty meeting. They are working on the DL/hybrid policy at the SET level.

6. Students representatives update

- Welcome to our new 2022-2023 student representatives Dilnoza Saidova and Steven Golob

- Steven shared that students would like to have access to the time schedule of courses offered beyond the next quarter. Students need adequate notice to plan their individual curriculums. This is especially important for masters students, whose time here is limited to four quarters, because the limited selection of graduate electives offered varies greatly between quarters
- The most common request has been for a greater variety of courses offered; broadening of students' interests with the field's rapid growth. Steven can continue to survey which specific topics students have an interest in if the department wishes. Deep learning is a popular request
- Raj invited the student representatives to attend the SET meet & greet with the Dean next Wednesday Nov 9th

7. ABET Visit Debrief - Anderson and Bryan Goda

- Anderson shared that the ABET visitors were impressed with all of our programs especially with our retention rate and graduating students
- Bryan went over the detailed explanation of the shortcomings
- 30 day response will be ready by December/January and we need to take action
- We have to use and focus on the core classes to collect the data. We will follow the engineering program model
- Weakness = remedial action required by July 2023
- Bryan shared the rubric assessment/competency based model to use for the CSS core courses
- Anderson & Bryan will reach out to CSS faculty, regarding collecting the data and will give detailed instructions on how to assess

8. SET ten year review discussion

- There will be an onsite visit by a ten year review committee (graduate faculty – internal and external)
- The 10-year review reflects on the quality of our programs and the climate of our school. We can seek guidance/answers from the committee regarding:
 1. How do we manage growth?
 2. How do we make sure we have adequate resources for research and teaching that ensures faculty and student success?
 3. How do we increase our visibility? How do we market our programs to a wider population that includes our state our region, and the nation?
 4. Student Success (retention)
- All information will be collected and sent back to our senior leadership
https://docs.google.com/document/d/17_NEh_CjXTOgq84ig6RRvkWH7I3tJMxGclmTFmkafZs/edit?usp=sharing

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

<https://drive.google.com/drive/u/1/folders/1k0QeKNeJkyETeEZ5DyiIOAjnWXN735u>

[\[drive.google.com\]](https://drive.google.com)

Anderson expressed that after receiving feedback from several faculty, we need more detailed discussion on this agenda item. The voting was deferred to the next meeting

10. Hybrid/DL scheduling discussion – Monika

- Monika shared that we will be developing a SET hybrid/DL policy at the SET level by the end of the academic year. She expressed that something like course scheduling should be done at the program level and not at the school level. At the school level there should be discussion on modalities, how to assess, etc.
- We have 4 modalities: asynchronous online, synchronous online, hybrid, and in person. Which classes should be offered/which modalities? How do we support students who want to take the remote course? And at the same time we don't want to offer a remote degree. How do we balance these conflicting things?
- Link to the draft hybrid/DL policy:
https://docs.google.com/document/d/121F2S5KsRQOsYgFncF0ubE2_eX2Zgb7h24D1iYsSMIM/edit
- Raj expressed that deciding whether a course is remote or not, is not a negotiation between a faculty, Zaide or Anderson (chair). A policy has to be approved by all faculty. CSS faculty has to decide if it's ok to deliver the curriculum in that modality

11. Student success discussion

Monika observed a high number of students who are performing poorly (at a low-level course) vs. a junior level Computer Science course

- She raised some issues regarding students' lack of knowledge, maturity as a student, ability to follow content etc.
- She thinks there's possibly learning loss during the pandemic by our Juniors who started college during the pandemic
- She asked for solutions to this issue/feedback from other faculty in regards to what they are observing at their classes
- Donald and Kira are on the UWT Student Success Committee
- Chris is also seeing the same issues in his class
- Raghavi/Alan discussed leaving some topics out because some students aren't prepared in their courses
- Tom is seeing the same issue in 305, 360 and 483 courses; they are not prepared
- Martine have seen the lack of preparedness, maturity issue. However, she wants more data on this before drawing into a conclusion
- Wei also is seeing the same issues
- Donald expressed that there are some differences between autumn admits vs. winter admits