CSS Grad Committee Meeting – Minutes

April 4, 2023

9 – 10 a.m.

CP 303 / Zoom: https://washington.zoom.us/j/97956517211

<u>**Attendance**</u>

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

*=absent for vote

Non-Voting Faculty and Staff: Raj Katti, Rachel Crook

Absent: Eyhab Al-Masri, Juhua Hu, Josh Tenenberg

<u>**Items**</u>

1) Approve minutes from 2.07.23 meeting

      Moved: K. Yeung

      Seconded: D. Chinn

      Eligible to vote: 12 (3 voting faculty absent, 1 absent for vote)

      8 in favor, 0 against, 0 abstain

2) Fall application review and updates

The Chair reminded the committee to check MyGrad for pending application reviews, and to please submit them as soon as possible. Some committee members noticed that they haven't been assigned applications to review yet, and that some of the completed reviews are now labeled as "undecided."

The Chair mentioned that they are trying to gain full access of MyGrad so they can assign applications manually.

3) Current spring enrollment

We don't currently have the updated enrollment numbers (Graduate Advisor is currently out of office). These numbers will be provided in our next meeting. Some students have reached out to the Chair expressing difficulties registering for spring quarter. The Chair would like the committee to check in with their students and to identify the ones who are struggling, or are starting their degree in spring quarter – please send these students' contact information to the Chair so that they can plan a meeting to discuss degree planning/course planning. This will help ensure new and struggling students have a clear plan and appropriate guidance to receive their degree.

4) General Exam (GE) discussion

There has been a lot of discussion around a general exam and how students should go around requesting it/what the committee should look like/etc. The Chair opened a discussion about what changes are needed to make this process easier to understand for faculty and students. The goal of the discussion was to gain a better understanding of what the overall format for this exam should be, and what our collective expectations are for students, and how we can make them better.

One committee member suggested that we set a deadline each quarter for students planning to do the GE in that quarter – maybe through a web form that students have to submit to make a request to take the GE. It would make most sense for this deadline to be at the beginning of the quarter the student wants to take the GE.

The committee then learned that students are required to submit a form to request to take the GE in their selected quarter in MyGrad – this notice is sent to the Graduate Advisor directly, who is then responsible for letting the student's committee know that the request has been submitted. There isn't a hard deadline for this, but it is standard practice for students to submit this intent to take the GE 4 months prior.

The Graduate Handbook was shared, which explains the current steps for students to request/take the General Exam.

The committee discussed the requirements for the GE committee: the committee is 4 members at least: the Chair, GSR (who provides non-technical opinions, focuses on process, and ensuring that there are no

Graduate School violations in the process) and 2 additional members. At least 3 of these committee members need to be graduate faculty with an endorsement to sit on Grad-level committees (the list of currently endorsed faculty can be found here: **https://grad.uw.edu/for-faculty-and-staff/graduate-faculty-locator/**). Along with this, the General Exam and dissertation must have a gap of one quarter (meaning students can't take the GE in one quarter, and then defend their dissertation in the following quarter, and vice-versa)

The Chair suggested updating the Graduate Handbook to add:

- **Info/more details about quarter gap between dissertation and General Exam**
- **Capture aspects from Memo 13**
- **How to schedule exam in MyGrad**
- **Who can/can't be the GSR on the committee, who can/can't be on the committee (what are our expectations, should the committee members be in the same area of research?) – this needs to be discussed further before adding to the Handbook.**
- **Include evidence of preparedness for the exam (such as evidence of publication in the field – a few, or at least one)**

The Chair will work on making these updates to the Graduate Handbook. These changes will be discussed in our next meeting.

5) Other discussions

The Dean received an email from the UW Faculty Council on Research, who is collecting information about policies in every school and college in the UW system. Their questions were regarding whether teaching faculty can serve as PIs or apply for sabbatical.

One committee member shared UW Tacoma's policy, which states: "All permanent UW Tacoma full-time faculty and Research Scientists at grade 10 or above are eligible to serve as Principal Investigators, co-Principal Investigators, Principal Directors, and co-Principal Directors on any project that is administered by the University of Washington Office of Sponsored Projects (OSP)." In this case, "full time faculty" includes teaching/tenure tracks.