CSS Program Meeting Minutes
February 03, 2023
1:30-3:00pm
CP 325 & Zoom

In attendance: Mohamed Ali, Paulo Barreto, Charles Bryan, Tom Capaul, Wei Cheng, Donald Chinn, Martine De Cock, Kivanc Dincer, Ingrid Horakova, Juhua Hu, Wes Lloyd, Chris Marriott, Anderson Nascimento (Chair), Raghavi Sakpal, David Schuessler, Monika Sobolewska, Josh Tenenberg, Ankur Teredesai, Ka Yee Yeung

Student representatives: Steven Golob, Dilnoza Saidova

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

1. Approval of the minutes from January 20, 2023
No corrections to the January 20, 2023 minutes. Unanimous consent that the minutes is approved as read (and distributed).

2. Announcements
- Chris M. brought up the issue of cheating in classes (especially online). In an effort to reduce cheating; Anderson would like to resume the conversation on this topic at a future meeting and implement some action items to stop it
- The CSS time schedule committee is working with Zaide on the next AY 2023-2024 schedule. They are reviewing the data (faculty's availability, courses faculty want to teach, etc.) that was collected earlier and will start sending out the tentative schedule for review/edits
- We are in the process of submitting a reply to ABET. Anderson sent out the ABET Assessment and Evaluation Standard Operating Procedures for review. Anderson will schedule an extraordinary meeting for approving this document as well as the final report to be sent to ABET

3. Advisors update
- The SET undergraduate applications open on Tuesday, February 7 for the autumn 2023 cycle. If you are meeting with any perspective students please encourage them to apply
- We had a successful SET open house last week, January 27 in Milgard Hall. Thank you to Donald, Charles and Alan who came to support and talk to our prospective students. Noelle did a great job coordinating that
- We are looking into adding one more design elective to our curriculum so that seniors have more options to graduate. It will be tabled for discussion and possibly voted on at a future CSS meeting

4. Graduate update

No updates. Next meeting will be held next Tuesday Feb 7th

5. Faculty Council update
- Donald shared that various sub groups are continuing their ongoing work on specific topics. If interested in joining/contributing please contact your Faculty Council representatives: Donald or Tom
- Raj announced that there will be a 2% budget cut (per year) for the next 3 years. A plan needs to be submitted by March 13 on how our state allocated budget would be cut. He needs to work with the Faculty Council on this after Joel and Raj plan out some options. Budget cuts will happen regardless of increase in enrollment

6. Students representatives update
- Dilnoza: no updates on undergrad
- Steven received some feedback in regards to mode of instruction preference. A majority of the graduate students prefer in person classes. One person preferred online and another preferred hybrid. Main thing students wanted was the ability to watch a recorded lecture; in person courses. There were also some interest in exams being held virtually. They want the option of working on their own pace & check in with the professor via Zoom

7. CSS Faculty Search Update

Wes reported that the search committee phone screened 16 candidates and identified the top strong candidates out of that pool. They sought approval to invite 4 candidates for on campus interviews. Academic HR approved this. They will try to manage the search budget to get 4 candidates for the price of 3. Raj has agreed to cover the expenses not covered by the search budget with discretionary funds. They also have approval to invite 2 more candidates as backups for a total of 6 candidates. The search committee is now in the process of scheduling the in person interviews/campus visits. Candidate names will be announced after the interview dates are finalized.

Raj announced that if there are any conflict of interest, example: spouse of the candidate, mentor of the candidate, that person will need to recuse themselves in regards to any discussion of the search.

8. SET Research Showcase

Ka Yee announced that they are now accepting abstract submissions for the SET Research Showcase at https://forms.gle/5Xt5SLtCM223XY5v5 The deadline is 5pm on Feb 17, 2023. Student presentations are encouraged. Submitted abstracts will be considered for the Best Poster Award that replaces the SET Research Award this year.

9.   ABET re-accreditation - evaluation methodology discussion
Link to the proposed methodology:
[CSS-ABET Assessment and Evaluation Standard Operating Procedures (SOP)](#)
Recap:
Issue #1: We were not assessing our ABET outcomes correctly, example: we picked a test and we computed the average. ABET wanted to know how many students are beyond a certain threshold. We needed more fine grained data for this assessment.
Issue #2: We collected data from classes that had mixed students from different programs. Example: TCSS 325 (IT, CE/EE students are also enrolled in this course).
Issue #3: We used the same test or a question for assessing different outcomes.

- To address these issues, we wrote a methodology of assessment. We identified which courses we are going to measure, how frequently we are going to evaluate those courses & we also changed the rubric for assessment
- Outcomes need to be 70% (or higher) proficient
- We also collected data from autumn quarter & will evaluate the ABET outcomes not the course
- If an outcome isn't being met, some action needs to be triggered such as a change in pre requisites, course, etc. Continuous improvement is what ABET is looking for
- Anderson will schedule an extraordinary meeting to approve this document

10. Discussion on the scheduling of TMATH 390 and its impact on our schedule
- TMATH 390 Probability and Statistics in Engineering and Science course is a requirement for our CSS students in order to graduate
- It is not being offered with multiple (3 or 4) sections every quarter like how it used to be.
- Unfortunately, the current TMATH 390 on the time schedule conflicts with our undergrad CSS courses
- Anderson and Joyce Dinglasan-Panlilio (Division Chair of SAM & Associate Professor at STEM/IAS) met and are working on a resolution
- Anderson will also have CSS faculty review the TMATH 393 syllabi in a future meeting to see if it is an option for our students in addition to TMATH 390

11. TCSS 390
Raj shared that we have course fees attached to labs in CE, EE (all the engineering programs) some CSS & IT to pay for lab equipment. Right now that budget is running in a deficit because it is mostly going towards paying the 390 facilitators. He suggested that we increase the $50 course fee to cover the 390 facilitators, TLC tutors, and being able to pay for lab equipment.

12. Request for volunteer for reviewing applicants for direct admission into the CSS program

Tom met with the freshman direct group today. Kira and Noelle filtered down 200 CSS applications to 42. We have until the end of February to get this done. He asked for more faculty volunteers to split the workload. CSS is looking to line up 10 offers to 10 students in case some do not accept their offer. Kivanc and Raghavi volunteered to review applicants for direct admission.