

**CSS Program Committee Meeting Minutes**  
**December 2, 2022**  
**2:30-4:00pm**  
**Zoom**

**In attendance:** Menaka Abraham, 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, Ka Yee Yeung

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

**Student representatives:** Steven Golob, Dilnoza Saidova

**1. Approval of the minutes from November 4, 2022**

No corrections to the November 4, 2022 minutes.

Unanimous consent that the minutes is approved as read (and distributed).

**2. Announcements**

We have established the CSS scheduling committee: Anderson, Chris (chair), Beth and Tom. Thank you to all who volunteered.

**3. Advisors update**

- Beth reported that we admitted 30 students for winter 2023 so far. We have 57 applications in progress, 4 in review and we anticipate having a full group for winter. We have a number of students who applied and were not admitted in the autumn because we ran out of space. We are on target & have about the same number of applicants as last year
- We continue to have a shortage of electives; if you receive an overload request and you approve, have students fill out the SET registration requests form:  
<https://setuwt.smapply.us/prog/registration>
- Reminder that we are still down one full time advisor; Kira and Beth are managing winter admissions and the end of the quarter workload so please expect a slight delay in their response time

**4. Graduate update**

No updates

## 5. Faculty Council update

No updates

## 6. Students representatives update

No updates

## 7. CSS Faculty Search Update

We shared that we received 33 applications so far for the CSS Assistant Professor. This past week we received notice from the Dean to add Tom Capaul to join the search committee. The committee now has 4 members. We are continuing to receive applications through December 21. Once the deadline closes, we will look through the applications and start the phone interview process.

Anderson asked the CSS faculty to spread the word and help advertise the position as much as possible via social network, list of contacts, mailing lists, etc.

## 8. ABET re-accreditation - evaluation methodology voting

Link to the proposed methodology: [CSS-ABET Assessment and Evaluation Standard Operating Procedures \(SOP\)](#)

Bryan went over the re-accreditation process and also created a SOP document.

Voting was postponed to the next meeting/quarter after edits to the SOP document is finalized. Anderson and Bryan Goda will reach out to CSS faculty now to start collecting data needed for ABET.

## 9. Discussion on a plan for teaching core courses in the future

Menaka expressed that after observing the two part time lecturers' teaching demos, she realized that we seem to struggle with finding people to teach our core courses. Our hiring process is slow and it could take up to a year. She proposed on creating a model for next academic year: have a lead instructor and possibly hire graduate students as TA, but also having some strict parameters. We need to have a plan to best support our growth/program.

### Feedback:

- Faculty is in favor of this idea & fully supports this
- One possible roadblock & something we need to look into: "Undergrad TA should be undergraduate students" per Zaide's email. It is because they fall under a union and there's a salary difference on how you pay grad vs. undergrad students.

- A suggestion of having the grad student shadow a seasoned faculty and follow what that faculty is doing in their section. Faculty shares content, grad student delivers it in another section. Having graduate instructors lets us home grow adjuncts as well.
- Predoctoral instructors are described in <https://grad.uw.edu/graduate-student-funding/funding-information-for-departments/administering-assistantships/types-and-terms-of-appointments/>
- What we are facing this year with hiring the two part timers is an “emergency situation”. We had a couple of faculty resign and we also had some other extraordinary needs. The plan is to essentially have a shadow faculty for the part timers once they are approved. Anderson will be attending their classes weekly & will be working closely with them. Teaching at UWT is challenging without appropriate support we are setting them up for failure.
- Action item: Formalize a plan on how to do this in a more systematic way. Anderson would like to assign a committee (with representatives from the graduate and undergrad faculty to work on this together) to come up with a plan. Email Anderson if interested in creating a model.

10. **TCSS 2xx programming courses discussion and voting** - TCSS 241, 243, 244 drafts are in the folder:

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

Monika gave a recap of previous meetings & led the discussion on the TCSS 2xx programming courses.

### **Feedback:**

- There were some concerns on offering another programming course when we have 141 (taught in Python) already
- When we offer new courses, it does affect us so we do have to be realistic & think about our resource constraints
- These are two-credit courses/once a week. This could be taken at the sophomore level, but it also provides the opportunity for someone at the junior/senior level to pick up the skill set and by having the structure of the actual course it motivates them to do the work
- Two credit classes are popular and they are often needed for financial aid. There are students who are about to graduate and are panicked because they feel that they do not have enough skills for the workplace, this could be fill in that gap
- Primary audience is CS pre-majors who have completed all programming CS prereqs. However, we also have some interest from CS majors as well if they have any spare credits

- These two unit classes would be a great training ground for graduate students who aspire to teach a 5-unit course
- PhD students/predocctoral instructors: If you hire a PhD student to teach a course, it does not matter if it is 2 credits or 5 credits, it's the same financial cost. Most graduate students work a max of 20 hours a week and receives a tuition waiver
- The price for tuition is the same for 10 credits as it is for 18 credits so it will not cost extra tuition to add one

Motion to approve 2xx level programming courses (with advisor recommendation(s) regarding the proper number for these 2xx level-programming courses)

Motioned: Monika Sobolewska

Seconded: Tom Capaul

In favor: 14

Oppose: 1

Abstain: 2

Motion was approved

#### **11. Voting on Part Timers for TCSS 141 and TCSS 143**

Anderson shared that voting on part timers needs to happen at the SET faculty level first, and we can have a subsequent vote here (CSS committee). However, SET faculty can delegate this voting power to the CSS committee. Donald will facilitate a discussion on the part timers for TCSS 141 and 143 via executive session.

Motion to move into Executive Session.

Moved: Menaka Abraham

Seconded: Monika Sobolewska

In favor: 19

Oppose: 0

Abstained: 0

The motion was approved