CSS Grad Committee Meeting – February 7, 2025

Virtually via Zoom

3pm – 4pm PST

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

Voting Faculty (14): Juhua Hu, Mohamed Ali, Ka Yee Yeung, Martine De Cock, Eyhab Al-Masri, Ling Hong Hung, Ankur Teredesai* (*=not for vote), Paulo Barreto, Donald Chinn, Dongfang Zhao, Wes Lloyd, Wei Cheng, Wei Cai, Zhi-Qi Cheng

Non-Voting Faculty and Staff (2): Raj Katti, Rachel Crook

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

1. **Review minutes from 1.10.2025: <u>Graduate Meeting minutes 01.10.2025</u>**
   - **Moved: D. Chinn / Seconded: K.Y. Yeung**
   - **Eligible to vote: 13**
   - **In favor: 12 / Against: 0 / Abstain: 0 / Absent for vote: 1**

2. **Top Scholar Funding- Research Assistant Quarters - May 1st deadline**

   Wes shared that the committee has been approved to award Top Scholar Funding to up to 3 students for one quarter of RA funding, with a requirement to match it with two quarters. The deadline to leverage the funding is May 1st.

   Eligibility Criteria:

   - Students must be new to the UW Graduate School (not continuing students).
   - Martine clarified that students who previously attended UW for a different degree program (e.g., undergraduate) may still qualify if they are new to the graduate program.
   - Rachel Crook will email the detailed eligibility requirements to the committee.

   Committee members to identify potential candidates and provide feedback.

3. **Update: 2024-25 CSS Faculty Search – Juhua (done in css department meeting)**

a. Four candidates for faculty positions will be visiting next week (Wednesday, Thursday, Friday, and the following Tuesday). Faculty and students are encouraged to attend meet-and-greet sessions with the candidates.

4. **Update: MS in AI Foundations and Applications (MS AIFA) – Juhua**
   a. Juhua mentioned to finalize the budget with Leslie early next week

5. **SET Research Showcase: Mar 14 (abstracts), Apr 28 (posters), May 9 @ 2 - 5:30p (event)**
   a. Abstract deadline: March 14th. Poster submission deadline: April 28th. Event date: May 9th 2-5:30
   b. Ka Yee sent: submit abstracts at https://forms.gle/2ZHbkusYNfyexzW86

6. **MSCSS Review Committee and Rubric (link)**
   a. The MSCSS Review Committee has developed a rubric for admissions. Key points:
      i. Applicants must meet prerequisite courses (e.g., algorithms, TCSS 343).
      ii. English proficiency requirements: TOEFL, IELTS, or Duolingo scores.
      iii. GPA below 3.0 requires a waiver process.
      iv. GRE scores are no longer required, placing more emphasis on GPA, letters of recommendation, resumes, and personal statements.
      v. Martine De Cock suggested adding a note to ensure applicants with low English proficiency scores are strong in other areas to avoid undue burden.
   b. Rachel provided an update on applications:
      i. MSCSS: 106 applications received, 27 admitted, 7 denied, 39 in review, and 27 missing materials.
      ii. GC-SDE Certificate Program: 7 applications received, 4 admitted, and 3 missing materials.
      iii. Certificate Program: 7 applications received, 4 admitted, and 3 missing materials.
      iv. PhD Program: 14 applications received, 7 denied, 6 in review, and 1 admitted (working with Dongfang).

7. **Winter PhD student Meeting - Friday: Feb 21, 28, Mar 14**
   a. A PhD Student Meeting is being scheduled for February 28th (tentative).
   b. The meeting will include a seminar on PhD expectations and a Q&A panel with faculty members.
   c. Phd email list allcssphd@uw.edu

8. **Winter GTA Group Meeting (from TA policy document) – Wei**

a. Wei Cheng discussed the need for regular GTA Group Meetings (monthly or bi-weekly). Rachel confirmed that Chloe will assist with scheduling. Action Item: Faculty with GTAs to help build the agenda for the first meeting.

9. **PhD CSS program - capacity limits - from original proposal**
    a. Wes raised concerns about the PhD program capacity, as the original proposal capped enrollment at 13 students after five years.
    b. The committee discussed whether to request an increase in capacity due to the addition of new faculty and advising capacity.
    c. Martine explained that the original numbers were based on budget and feasibility at the time.
    d. Ankur emphasized celebrating the program's success and avoiding unnecessary restrictions.
    e. Raj highlighted the need for clear policies and a strong research culture to ensure program success. What size do we envision?
    f. Rachel has drafted a PhD Handbook, separating it from the MSCSS Handbook. The draft includes graduate school policies, committee formation, and advisor change processes.
    g. Ka Yee and Juhua suggested creating a PhD Newsletter or quarterly updates to celebrate student accomplishments.

Upcoming meetings: March 7, 2025 at 3pm