

Institute of Technology
Faculty Meeting
10/05/05 - APPROVED

Present: Baiocchi, Curtis, Tenenberg, Chinn, Hong, Lyon-Banks, Hanks, Mobus, Chung, McLane, Crum, Rosenfeld, Bichindaritz

Minutes taken by Mobus

Meeting commenced at 12:50 pm.

1. Minutes of May 13, 2005 were approved as amended. Hong moved for approval, Chung seconded.

2. Courses:

a. TINST 307 – Some amendments were offered and the course was approved pending editing. Hanks moved, Crum seconded. Vote: approved.

b. TINST 498/499 – Discussion focused on the need for a policy statement that only voting faculty would be able to supervise one of these directed courses. Otherwise the courses were approved. Hanks moved, Crum seconded. Vote: approved.

c. TINST 310 - report on initial group from Lyon-Banks. 18 students are enrolled, many from Business school. No action needed.

d. TCSS 458 – New Graphics course. The content was discussed and there was general consensus to accept. Hanks moved, Curtis seconded. Vote: one abstention, no nays so the course passed.

3. New Programs. Crum provided more information about the BSCSE (Computer Systems Engineering). There was discussion about the content and process for moving ahead. There seems to be general agreement that the Institute should pursue this degree program and Larry seeks feedback from the other faculty. It was brought up that as the program develops it is more a matter of administrative decision to pursue and there should be adequate consideration for hiring faculty to support this program. The CSS program faculty should be cognizant of resource issues and class competition issues in the event that the shared classes over-book, requiring additional sections.

4. Meeting adjourned at 2:23 pm.

Submitted: 11/3/05, George Mobus

**Faculty Meeting Agenda
Wednesday, October 5th, 2005**

1. Announcements:

2. Approval of Minutes:

5/13/05- Attachment I

3. Old Business:

4. New Business:

**A. Discuss and vote on new course applications TINST 498, TINST 499, and TINST 307.
(Lou Ann Lyon-Banks)**

B. Discuss new program and concentration possibilities. (Orlando Baiocchi)

C. Discuss and vote on new course applications. (Isabelle Bichindaritz)

D. Discuss TINST 310. (Lou Ann Lyon-Banks)

Adjourn

Faculty/Staff Meeting Minutes - DRAFT
Friday, May 13, 2005

Attending: J. Tenenberg; D. Chinn; G. Mobus; F. Johnson; J. Roshan; S. Chung; I. Bichindaritz; L. Crum; C. McGaughey; S. Hanks; S. Rondeau; C. Randazzo; M. Rosenfeld; A. Fry; D. McLane; J. Burkett; C. Calo; J. Burley; L. Lyon-Banks.

2. Announcements:

Women in Computer Science Roundtable – Thursday, May 19, SCI 309, 9:30 – 11:00am

Seminar Series with guest speaker George Mobus – Wed, May 25, PNK 104, 12: 50 – 1:40 pm

Founder’s Day Awards Ceremony – Wednesday, May 25, Carwein Auditorium, 4:00pm

Spring Extended Faculty Meeting/Workshop with CTC Partners - Friday, June 3, Cherry Parkes, 10:00 –12 (meeting); 1:00 – 4:00pm (workshop)

Old Director Out to Pasture Reception – Monday, June 6, Tacoma Room, 4:30 – 6:30pm

Spring Party (Stress Test Deck) – Thursday, June 9, Andrew’s Home

Commencement – Friday, June 10th, Puyallup Fair Grounds

Institute Board meeting – Thursday, June 16, 9:00 – 11:30 am, Cherry Parkes Conference Room

3. Approval of Minutes:

4/29/05- Attachment I

4. Old Business:

A. Integrating Writing into the Curriculum – Update on Dr. John Bean, Professor of English at Seattle University, visiting the UWT campus in Fall 2005.

Dr. Bean has been invited to speak our department on integrating writing into the curriculum. The date of his visit will depend on his schedule for the fall.

B. MS in CSS Courses Only Option Update

Graduate School Manager of Academic Programs Augustine McCaffery has confirmed that our adding a course-only option requires only information notification to the Graduate School. I only need to provide a description of the new option, when it takes effect, and the graduate faculty vote for the record. So, it is effectively approved.

The graduate committee faculty vote results are: Approved-6, Disapprove-0, Abstain-0. L. Crum will inform the Graduate School of the description of the new option and the faculty vote. This item was considered to be a non urgent. G. Mobus will talk to L. Sessoms in regards to details of this option.

C. Planning of the Port of Tacoma Visit to UWT campus on Tuesday, May 17, 11:00am – 2:00pm, Hosted by CSS and Env Sci.

We need to decide what the agenda will be. I propose: 1) a tour of the laboratories of both programs with short demonstrations, 2) lunch with a few short talks including an overview of our academic programs and an overview of the UW Center for Information Assurance and Cybersecurity, and Env Sci topics 3) further discussions of mutual interests.

Pat Spakes, Jack Nelson, and Carol Van Natta plan to make appearances.

The Port of Tacoma would like to support UW, Tacoma as we are considered a resource for them. The Port would like to be competitive and using our graduates would be a way for them to become more competitive. The Port has challenges with transport and scheduling. They are willing to provide funding to students that help the Port overcome these challenges. Security is another issue for them.

The faculty approved the proposed agenda for the Port of Tacoma's visit to the UWT campus.

4. New Business:

A. Faculty Council on Promotion and Tenure (FCPT) – Tracy Thompson

Presentation of the FCPT webpage and discussion of P&T issues.

Tracy referred to the web page link:

http://www.tacoma.washington.edu/faculty_assembly/Promotion_Tenure.htm

She notes that as a department, establishing criteria for the CSS faculty was needed and that is determined within the department (internally). She pointed out that Appendix B is a good description for the procedures. Volume 2 Chapter 24 & 25 are general guidelines. A possible addition to the site may include a sample of an external letter. This would provide a guide of what the external letter should look like.

Faculty was to take a look at the content of the site and send comments and/or suggestions to Josh, Steve or Tracy.

B. Undergraduate Curriculum Business

a) Changing prerequisites of CSS electives for Students pursuing Minor

In order to open up some CSS electives to the Minor in Applied Computing students and to the BA students, the prerequisites for those electives need to be changed. I have spoken with the instructors for these classes about these changes, and they support the changes.

The proposed changes are:

450 Graphics: old prereq of 360 to new prereq of 360 OR 310 – supported by Isabelle

475 Entrepreneurship: old prereq of 343 to new prereq of 360 OR 310 – supported by Andrew

481 Cyber Security: old prereq of 422 to new prereq of 342 OR 312 (may be taken concurrently with 312) – supported by Don

Notes: Remember that 310 is Computational Problem Solving and that 312 is Computer Networks and the Internet. Recall also that 310 is a prereq for 312.

Bichindaritz reported that the Undergraduate committee propose to the full faculty changing the following courses to TINST from TCSS (452, 307, 401 and 301). There was a concern that 301 and 452 did not need this change given that 301 will no longer be offered however, offering a 400 level writing course is currently being worked on.

This discussion lead to the notion that we need to offer more “soft” courses. This topic will need to be addressed at some point.

The faculty approved to adding the following new courses to the curriculum: TINST 307 and TINST 401; The faculty approved to changing the prerequisite on TCSS 475 from 343 to 360 by a vote of: Approved-10, Disapprove-0, Abstain-0.

b) Impact of Dropping TCSS 301 on the General Education Requirement

Our admission requirement is that students must have:

10 credits of VLPA

10 credits of I&S

15 credits of Natural World

10 credits of Writing.

For graduation, they need:

15 credits of VLPA

15 credits of I&S

15 credits of Natural World

12 credits of Writing.

TCSS 425 satisfies either 5 credits of VLPA or 5 credits of I&S

TCSS 301 satisfies 5 credits of VLPA and 5 credits of Writing

Now that students will not be required to take TCSS 301, students could have both a writing and either a VLPA or a I&S deficiency.

Proposed: We should explicitly state as CSS program requirements: 5 credits of VLPA or I&S and 2 credits of Writing are required. They need to be covered in program electives if they are not covered elsewhere.

L. Crum reported that this was endorsed by the Undergraduate committee. The full faculty voted to unanimously approve the proposal.

C. Fall Retreat

Jack Nelson advises that the University Faculty Fellows program will almost certainly be scheduled for Friday, September 9 through Friday, September 16. Local UWT Faculty Fellows program will occur either this week or the subsequent week. We are asked not to schedule our retreat during these two weeks. We need a report from our Retreat Committee.

D. Faculty Review

The Professorial faculty met in closed session.

Adjourn

4. CREDITS AND HOURS

a. Contact and outside hours: 1 credit represents a total time commitment of 3 hours per week of student effort.

For Distance Learning (DL) courses do not complete section a. See DL Supplement.		
Contact hours per week Lecture 0-5___ Laboratory 0-4___ Quiz section ___ Studio ___ Seminar 0-5___ Other* ___ *Attach explanation and justification for "other" contact hours.	TOTAL CONTACT HOURS:	1-7
How many additional hours will a student be expected to spend each week in preparation for this course?	OUTSIDE HOURS:	2-10
TOTAL WEEKLY CONTACT AND OUTSIDE HOURS:		3-15

b. If variable credit, how will the number of credits awarded be related to the amount of student effort required?

If the material and effort is equivalent to a normal 5 hour course, the credit will be 5 hours. Otherwise, it will be estimated proportionately.

c. How will students be evaluated for credit or grades?

A report on the readings and any exams specified in the contract will be graded.

5. STUDENTS

a. Anticipated enrollment per quarter 1-10.

b. Types of students expected (nonmatriculated students, undergraduate majors, undergraduate non-majors, graduate or professional students):
undergraduate non-majors

6. RESOURCES

Will additional resources be required to teach this course, including new space, equipment, computer, library, or other instructional resources?
Please explain.

No.

7. JOINT COURSE

List all departments, schools, or colleges participating. Joint course applications require a signature from each unit.
(If units from more than one school or college participate, a separate application must be filed by each.)

Name of unit (List the unit responsible for administering the course first)	Course prefix and number	New course or existing course in this unit?	Signature of chair

8. OTHER COLLEGES, SCHOOLS, OR DEPARTMENTS AFFECTED

If this course includes subject matter currently dealt with by any other University units, the originating department must circulate this application for review by those units and obtain the necessary signatures prior to submission. Failure to do so will delay action on this application.

Name of unit	Signature of dean or chair	Recommend approval	Recommend disapproval (attach explanation)	Date

9. APPROVAL

Chair of submitting department _____ Date _____

College Curriculum Committee _____
College Dean _____

Additional instructions on how to fill out this form can be found online at <http://staff.washington.edu/uwcr/instructions.html>.

**University of Washington
Curriculum Review Committee
NEW COURSE APPLICATION**

Prefix (6 characters max.)

Number

TINST

499

Offered jointly with:

Prefix (6 characters max.)

Number

College or School Institute of Technology, Computing & Software Systems	Department	Subdepartment	Date 5/20/05
Course Title Directed Readings in Applied Computing			Credits 1-5, max 10

1. PURPOSE OF REQUEST

- Permanent new course, to be effective Autumn Quarter 20 05.
- Temporary new course, to be offered beginning _____ Quarter 20 _____ through _____ Quarter 20 _____.
- Extension of a temporary new course, to be offered beginning _____ Quarter 20 _____ through _____ Quarter 20 _____.
- Conversion of a temporary new course, to be offered beginning _____ Quarter 20 _____.
- Approval to offer this course as a Distance Learning (DL) suffix course. (Please attach Distance Learning Supplement form.)
- Permanent CR/NC grading only.
- This application is accompanied by an application to drop an existing course that has the same course number as the course requested here.

Attach a course syllabus/outline and reading list if this course will be offered for more than one quarter.

2. JUSTIFICATION

Explain why this course is being proposed, including its relationship to your overall curriculum. (Attach additional sheet if necessary.)

This course is for minors of Applied Computing in the Computing and Software Systems program. It provides for an opportunity to gain experience participating in research. The student and faculty will develop a contract for the specific goals, deliverables, and reports for each instance of this course. This course provides experiences to deepen the student's understanding of research in the computing field.

This course can be used to fulfill a breadth requirement of the Applied Computing minor.

3. CATALOG DATA/COURSE DESCRIPTION

If course is below the 500 level, the department can recommend that it be accepted toward the following undergraduate general education requirements. Check all applicable categories **VLPA** **I&S** **NW** **QSR**

Catalog description (*Must be double spaced.*)
(50-word limit, including prerequisites and "Offered jointly with XXX 100" if applicable)

Design and implementation of a research study as specified in a contract with a faculty member.

Prerequisite: TINST 310

Enforce automatic cancellation of registration if prerequisites not met (undergraduate classes only).

Abbreviated title for transcripts (not to exceed 19 characters, including spaces):

Catalog subheading (if any) for this course within your department Research in Appl Comp

Names and ranks of probable instructors (Include curriculum vitae for any instructor not now on the University faculty)

Quarter(s) offered (A, W, Sp, S) A, W, Sp, S Include faculty in *General Catalog* description.
 Include quarters in *General Catalog* description.

4. CREDITS AND HOURS

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For Distance Learning (DL) courses do not complete section a. See DL Supplement.		
Contact hours per week Lecture _____ Laboratory _____ Quiz section _____ Studio _____ Seminar 1-5__ Other* _____ *Attach explanation and justification for "other" contact hours.	TOTAL CONTACT HOURS:	1-5
How many additional hours will a student be expected to spend each week in preparation for this course?		OUTSIDE HOURS: 2-29
TOTAL WEEKLY CONTACT AND OUTSIDE HOURS:		3-30

b. If variable credit, how will the number of credits awarded be related to the amount of student effort required?

If the material and effort is equivalent to a normal 5 hour course, the credit will be 5 hours. Otherwise, it will be estimated proportionately.

c. How will students be evaluated for credit or grades?

A report on the research project specified in the contract will be evaluated and graded.

5. STUDENTS

a. Anticipated enrollment per quarter 1-10.

b. Types of students expected (nonmatriculated students, undergraduate majors, undergraduate non-majors, graduate or professional students):
undergraduate non-majors

6. RESOURCES

Will additional resources be required to teach this course, including new space, equipment, computer, library, or other instructional resources? Please explain.

No.

7. JOINT COURSE

List all departments, schools, or colleges participating. Joint course applications require a signature from each unit. (If units from more than one school or college participate, a separate application must be filed by each.)

Name of unit (List the unit responsible for administering the course first)	Course prefix and number	New course or existing course in this unit?	Signature of chair

8. OTHER COLLEGES, SCHOOLS, OR DEPARTMENTS AFFECTED

If this course includes subject matter currently dealt with by any other University units, the originating department must circulate this application for review by those units and obtain the necessary signatures prior to submission. Failure to do so will delay action on this application.

Name of unit	Signature of dean or chair	Recommend approval	Recommend disapproval (attach explanation)	Date

9. APPROVAL

Chair of submitting department _____ Date _____

College Curriculum Committee _____

College Dean _____