

Minutes for CSS Undergraduate Committee meeting January 27, 2006 (Approved February 16, 2006)

Attending: Josh Tenenberg (secretary), Donald Chinn, Lou Ann Lyon-Banks, George Mobus

The minutes of the January 6 meeting were approved.

1. Lyon-Banks will provide information to the undergraduate committee as to what constitutes a "passing grade" in the minor. She will check the original minor proposal, as well as current UW and UWT policy for minors and report back.
2. The undergraduate committee declines to review all course syllabi and new course proposals for the new Computer Engineering major, since we do not have subject matter expertise. Further, the courses do not yet have the components required by the UWT Curriculum committee. The voting faculty will need to develop an appropriate mechanism for academic review of these courses at the program level. Such a mechanism might include the formation of an ad-hoc committee with representation by selected members of CSS at UWT, CSS at UW Bothell, and CSE at UW Seattle, all of whom have subject matter expertise related to the minor, as proposed by Mobus.
3. Tenenberg will extend an invitation to Marty Stepp to be a member of the undergraduate committee.
4. Tenenberg will provide a proposal at the Feb 17 undergraduate committee meeting for evaluation of adjunct faculty. This will specify materials and procedures used, who evaluates, etc.
5. The committee had a brief discussion of how to do programming placement at the time of student admission to the program, in preparation for the discussion at the Feb 4 voting faculty meeting. The committee noted that:
 - i. any placement mechanism should be consistent with articulation agreements, which might need to be changed;
 - ii. for any placement mechanism, we should collect subsequent data to inform us about the effectiveness of this placement mechanism: for accuracy of placement, for feedback to community colleges, and for improvement of our own introductory course sequence.
6. Tenenberg will provide a "primer" (i.e. a small packet of readings) on Program Assessment prior to the Feb 17 undergraduate committee meeting. The committee will use this to develop an initial program assessment plan for at least one of the undergraduate majors. The idea is to start small and simple, and that this plan will itself be assessed and changed on a regular basis. The intent is to complete a simple assessment plan by the end of the current academic year for implementation (and reevaluation) during the 2006-07 academic year.

We will meet Feb 3, 10am (rather than our originally scheduled 9:30am) to discuss the CSS programming placement exam in preparation for the discussion in the voting faculty meeting to follow.