

Minutes for CSS Undergraduate Committee meeting

November 9, 2005. Attending: Tenenberg (secretary), Chinn, Crum, Bichindaritz, Lyon-Banks, Nelson

- The minutes from the Oct. 26, 2005 meeting were approved as amended. All approved minutes are kept in

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- The undergraduate committee recommends (5-yes, 0-no) the following process for course approvals for 497, 498, and 499 courses.

Supervising faculty will have authority to approve 497, 498, or 499 courses for any student who is a CSS major, subject to the following constraints:

1. No faculty member can supervise more than 5 students in total from TCSS/TINST 497, 498, and 499 courses as well as from MS capstone and thesis courses during any quarter without the permission of the Institute Director.
2. Only voting faculty can supervise a 497, 498, or 499 course.
3. Entry codes will be issued only after a student submits a proposal (using current proposal form) signed by the supervising faculty member.
4. The final course deliverables will include a final report, that includes an overview of the work undertaken, what was studied, results and/or lessons learned, a bibliography if used (possibly annotated), and appropriate appendices (e.g. code, design, slides from colloquium presentation). All project documents, in whatever form (e.g. blog, electronic portfolio, source and executable code) should be delivered so as to be archived by the program.
5. Proposals and final project deliverables (e.g. final project report, code) will be posted in a publicly accessible departmental web server, i.e. they will be viewable by faculty, students, and the general public.

The goals for this proposal are to:

- streamline approval process
- disseminate to students/faculty about what constitutes an independent study/research/internship project
- increase faculty autonomy