Meeting started at 2:10 pm

Jeff Foster gave overview of the change of exams for PhD students. This will be voted on at the March meeting.

Agenda was moved around so that voting could be done while there was a quorum.

1. **Changes to CMSC 434 (Froehlich)** – While the PSYC 100 prerequisite predates many of us, the original idea was that it would ensure some background in concepts related to HCI such as human cognition, human perception, and human-oriented experimental evaluation. This prerequisite hasn’t been enforced in recent years by the department. The discrepancy between course catalog description and implementation is not only confusing but potential inequitable, favoring those few who have to ask to bypass the prerequisite. The HCI faculty suggest changing the catalog language to name PSYC100 as recommended course but no longer an official prerequisite.

   Motion was put forward to vote, motion was seconded

   Vote: Y – 32, N- 0, A- 0 Motion Passes!

2. **Changes to CMSC 412 (Sussman)** - As discussed for the recent CE program change, we have been having problems with students being unprepared to take CMSC412. Faculty teaching the class feel that students require additional programming experience beyond the offered through our required introductory classes, to help prepare students for the implementation tasks in CMSC412. We currently have an additional programming course prerequisite for CMSC435, Software Engineering, which serves a similar purpose to what we are proposing for CMSC412.

   Adding the prerequisite should also decrease the number of students who fail the class, thereby both improving student and faculty experiences in the class and increasing the number of seats available to students taking the class for the first time.

   Propose to add a prerequisite to CMSC 412. 1 course with minimum grade of C- from CMSC414, 417,420,430,433, and 435.

   Mike H – Is CE going to have their own OS class with prerequisites?  Alan – Yes they have their own prerequisites.
There was some confusion about the proposed prerequisites.

Some students will be confused about the prerequisites.

Motion was put forward to vote, motion was seconded:

Vote: Yes – 19, No – 3, A – 10 Motion Passes!

3. **PhD Proposal Guidelines (Bhattacharjee)** - What is expected from PhD students by faculty advisors? Bobby presented what he gives to his students on what he expects from them. He’s offer to share the document with anyone that would like it.

   Jeff F – maybe we can give some guidelines in the graduate handbook.

   Jenny – Guidance will be helpful.

   Jeff H – make best practices sheet for the website.

   Maybe have different exam for the reading list.

Meeting adjourned at 3:03 pm