HCDE Faculty Meeting Minutes
October 23, 2019, 9:30-11:30 a.m.
HUB 334

Faculty present: Cecilia Aragon, Brock Craft, Andy Davidson, Kristin Dew, Leah Findlater, Tyler Fox, Dianne Hendricks, Julie Kientz, Beth Kolko, Charlotte Lee, David McDonald, Sean Munson, Nadya Peek, Jennifer Turns (via Zoom), Linda Wagner, Mark Zachry

Faculty Absent: Cindy Atman, Mark Haselkorn, Gary Hsieh (sabbatical), David Ribes, Daniela Rosner (sabbatical); Irini Spyridakis, Kate Starbird (sabbatical)

Others present: Erin Baker, Stacia Green, Pat Reilly

Reminders/Announcements
- Design Jam in Wearable XR Design, Sponsored by STMicroelectronics, Friday, Nov. 1, 11:30am–5:30pm, HUB 250
- [World Usability Day](), Thursday, Nov. 14, 9am-7pm, HUB Lyceum
- Tea Times: On faculty calendar
- HCDE Research Discussion Group, Mondays from 3:30-4:20 in Savery 138
- Faculty reading group, fall quarter. Stacia to follow up with Research Task Force and survey.

S/D/G = Sharing Information, Decision, Gather Input

Approval of Meeting Minutes and Updates - Standing Committees & Chairs

Approval of 10/2/2019 minutes	**Motion to approve minutes by Mark Z., seconded by Tyler. Motion approved.**
BS Program Update	• Reviewing revision of first year common core. 1503 will be coming soon for full review. • CSE 163 Advance Data programming, new stat 290 course
MS/UCD Program Update	• Working on curriculum changes • Tyler will try to send out in advance of next meeting
PhD Program Update	• Prelims are scheduled for 11/15 and 11/22. Please look for calendar invites. Sean will send full schedule. • HCDE 600 registration—those credits don't get included in DARS. Please have students talk to Pat. Use 599 or DRG. • Discussed waiver process for students that feel like they took class already. • Registration email went out today. • Curriculum working on TA assignments for next quarter. Please look for a link from Sean to update. Encourage students to fill out survey.

	• Reminder to look in spam folder.
Chair Updates	• 2 PhD seats in MS classes. • Discussed shared faculty resource drive • New Dean listening tour in Nov/Dec. Each dept will have 2-hour slot. Up to dept on what to include. Discussed research showcase/attend class/tour of Sieg Hall/. Send Julie ideas. • UW Climate survey reminder • Call for NSF RED proposal on engineering education targeting 2nd & 3rd year UG students. If interested, reach out to Julie.

Old Business

Tenure track faculty search	• Discussed timeline • Might reach out to other faculty to review applications • Will bring rubric for review next faculty meeting. Make sure any outside reviewers use rubric. • Stacia to call Chad Allen's office to see if he can do workshop at faculty meeting. See if we can have shorter version of presentation • Best practices guide is available online
Conflict of interest policy for hiring as department	• Check with AHR about 200-word statement if someone recusing themselves can submit. And check on letter of recommendation. • How to recuse? Let committee and/or associate chair know. • **Motion to approve policy with clarification of 200-word statement and recusal by Sean, seconded by Julie. 1 abstain. Motion approved.**

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New Business

New Lecturer/Sr. Lecturer search	• Discussed rubric and draft ad • Add diversity statement language same as Assistant Professor ad • Spotlight our lecturers on web site (Leah P) Communications Committee work to work on this • **Motion to approve ad with changes by Nadya, seconded by Brock. Motion approved.**
Department vote policy	• Discussed developing department policy on voting, quorum, remote participation. Julie and Andy to work on draft to bring to future meeting. • Executive Session vs regular session • Hiring votes vs policy issue votes

	• Julie and Andy to work on draft policy and bring to future faculty meeting

Motion to go into Executive Session by Nadya, seconded by Tyler. Motion approved.

Graduate Faculty (GSR)	Discussion, send out CV and set up Catalyst vote

Meeting adjourned