

## HCDE Faculty Meeting Minutes

March 11, 2020, 9am-12pm

Via Zoom

Faculty present: Cecilia Aragon, Cindy Atman, Brock Craft, Andy Davidson, Kristin Dew, Leah Findlater, Tyler Fox, Mark Haselkorn, Dianne Hendricks, Julie Kientz, Beth Kolko, Charlotte Lee, David McDonald, Sean Munson, Nadya Peek, David Ribes, Irini Spyridakis, Jennifer Turns, Linda Wagner, Mark Zachry

Faculty Absent:, Gary Hsieh (sabbatical), Daniela Rosner (sabbatical), Kate Starbird (sabbatical)

Others present: Erin Baker, Lauren Bricker, Melissa Ewing, Stacia Green, Leah Pistorius, Kathleen Rascon, Pat Reilly, Wendy Roldan, Kathryn Shroyer

### Reminders/Announcements (5 minutes)

- Faculty Reading Group:
  - April 16, 12pm, Sieg 332
- [Research Discussion Seminar](#), Mondays from 11:30-12:20 in Sieg 329
  - Stacia put on faculty calendar
- [UX Speaker Series](#), Fridays from 11:30-12:20 in Savery 260
- MS Visit Day, April 6
  - Will do virtual event with Faculty online panel
- HCDE Anniversary Celebration, April 22, 5-8pm, Bill & Melinda Gates Center
- Introduce Melissa Ewing, Outreach and Events Manager for HCDE

### Approval of Meeting Minutes and Updates - Standing Committees & Chairs

<u>Topic</u>	
Approval of 2/26/2020 minutes	<b>Motion to approve faculty meeting minutes by Andy, seconded by Brock. 3 abstain. Motion approved.</b>
BS Program Update	-Admissions process revamp, reevaluate rubric DTC/interest changers. Will do training session. -Student round table--feedback about their experience
MS/UCD Program Update	-185 acceptance notices will be sent out -looking for 511 instructor for spring--let Tyler know if you know someone.
PhD Program Update	-Thanks for your work with visit days. 1 more acceptance. 4 accepted so far.
Communication Committee	-Managing HCDE reputation from Strategic plan goal 1 -Rebrand will be packaged next week and will be ready by 30th anniversary party.

	-Please send any feedback to Leah P.
Research Committee	-Distinguished speaker series—department host 1-3/each academic year. Stay for talk/workshop. Logistics/finances are being discussed. -Looking into hiring Research Faculty. Doing research on this, checking with other departments. Let committee know if you have any thoughts, ideas, etc.
Chair Updates	-FOIA request update. Delete anything older than 6 years except anything around policy (unless it is retained elsewhere). Sponsored research 6 years after closed. Hope to have records retention presentation at a faculty meeting. -FOIA request for data of personal info. Dept. response to privacy office--Cecilia could lead. (get more info re: dates for retirement asks). DRS announcement on the retirement info FOIA request <a href="https://www.drs.wa.gov/notice-to-drs-members-and-retirees-public-records-request/">https://www.drs.wa.gov/notice-to-drs-members-and-retirees-public-records-request/</a> -Search candidates FOIA requests and what to keep--get clarification on search committee retention. -Discretionary funds available for this AY--please talk to Erin/Julie. -Putting together ABET accreditation task force,

### Old Business

<u>Topic</u>	<u>Desired Outcome</u>
Cluster Hire Proposal	-Julie to write commitment to dept. Please add your ideas to document, especially teaching rationale -Other proposals HCDE is a part of: -Digital fabrication -Soft Matter -Global development engineering cluster -CSE Engineering Education one--put off -Blue cluster--David R. wants to get more info -Maybe see what departments are doing and wait until next year since we are involved in other proposals. -Please review Motivation and Impact Statement by Friday, March 13 -Centralized location for all the different proposals dept is involved in

### New Business

<u>Topic</u>	<u>Desired Outcome</u>
Covid 19 Updates	-Figuring out how to do digital fabrication online but that takes time and money. -Be prepared to teach remotely at least 2 weeks into spring quarter -Concerned about students: travel home (back and forth), equipment, stress level

	<ul style="list-style-type: none"> <li>-Need consistent message</li> <li>-Emergency contact phone tree--set up again</li> <li>-What else can dept do or should do?</li> <li>-Curriculum committee should get together to figure out options</li> <li>-If mixed in person and remote classes--consider those remotely and how hard it is to be heard</li> <li>-Provost proposals about alternatives for spring quarter just sent with several options.</li> <li>-Please let Julie know if you have any ideas, updates, feedback, etc.</li> </ul>
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**Motion to go into Executive Session by Beth, seconded by Andy, Motion approved.**

**Executive Session**

<u>Topic</u>	<u>Desired Outcome</u>
Visiting faculty	-Discuss two visiting faculty (vote via anonymous Catalyst survey)
Assistant Professor search	-Discuss candidates
Affiliate faculty	Discuss new affiliate appointments. Tabled to future meeting
Lecturer search	Discuss potential on campus interviewees.