

HCDE Faculty Meeting Minutes
May 13, 2020, 9:30-11:30am
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, David McDonald, Sean Munson, Nadya Peek, David Ribes, Irini Spyridakis, Jennifer Turns, Linda Wagner, Mark Zachry

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

Others present: Erin Baker, Melissa Ewing, Stacia Green, Andra Sawyer, Matt Gardner, Liz Young

Reminders/Announcements (5 minutes)

- [Research Discussion Seminar](https://washington.zoom.us/j/465440360), Mondays from 11:30-12:20:
<https://washington.zoom.us/j/465440360>
- Cindy's link, re: thoughts/info on going [virtual](#)
- Capstone Showcase update (Melissa) Melissa will pre-assign faculty to rooms.
- Reminder to get summer plans info to Erin
- Reminder Merit Review Day, Friday, May 15, 9-5,
<https://washington.zoom.us/j/378576911> (make sure materials are uploaded or send to Stacia)

Presentation: Andra Sawyer (Assistant Director, Post Award Fiscal Compliance) and **Matthew Gardner** (Compliance Analyst) present information surrounding expenses (travel, conferences, salaries, research costs, etc.) impacted by COVID-19 and how to handle those impacts. (15 min) https://finance.uw.edu/pafc/Salary_Expenses_COVID

Approval of Meeting Minutes and Updates - Standing Committees & Chairs

<u>Topic</u>	
Approval of 4/22/2020 minutes	Motion to approve faculty meeting minutes by Andy, seconded by Jennifer. 0 abstain. Motion approved.
BS Program Update	-17 offers will go out this week. -Offering two summer classes -Received funding from provost to develop new course in intradisciplinary human data interaction. Let Brock know if you have any ideas, input. -CoE approved ENGR 231 to have HCDE students take ENGR class. Irini will help develop a more HCDE version.

MS/UCD Program Update	-Incoming class update. -Working with Erin and Julie on what our bottom line is
PhD Program Update	-Thanks for all your work during the annual review. Sean and Pat are working on letters -Sent survey out re: funding for AY 2020-2021. Please fill out by May 29.
Graduation Task force	-update on virtual graduation. June 9, 9-11:30. Live stream to YouTube and possibly Facebook. -Julie, Brock, Tyler will be live in the Design Lab -Will be recorded and archived. Available on YouTube for 30 days -Mailing graduation swag directly to grads. -Regalia is on sale and dept could contribute towards buying regalia. Please let Jane/Erin know.
Chair Updates	-Return to learning/work for fall. Many scenerios on what this might look like. Lots of ideas: hybrid classes, shrinking classes, staggering classes -Put fall classes in 3 buckets: must have classes, which are optional, which class must have in-person interaction. Curriculum committee will take a look at this. -Return to work/return to research: ChemE shared their plan--Julie will send out an update for HCDE dept guidance -Must follow UW guidelines -Cluster hiring proposal update: 5 accepted by CoE, two with HCDE involvement.

Old Business

<u>Topic</u>	
HCDE Student Graduation Awards	Approved committee recommendations for 2020 Student Graduation Awards

New Business

<u>Topic</u>	
Committee Assignments for AY 2020-2021	-Keep three new committees. Ideas for new: Affiliate mentoring committee; Workload task force (teaching assignments, committee assignments, course release, etc)

	<ul style="list-style-type: none"> -Figure out good schedule for all committee meetings--preschedule meetings so they are set -Admissions committee changes: Good change but need robust external reviewers for it to work -Survey for assignments -Streamline consistent processes for committee work--listserves, team drives, etc. -Get feedback questions to Beth, Jennifer, Julie
Finance Committee	<ul style="list-style-type: none"> -Budget updates: modeling budget cuts: 5% and 10% GOF cuts that would be permanent. What's the process to figure out what gets cut? S -External Advisory Board and Alumni Leadership Board have ideas of developing revenue streams (i.e. XR day) and professional development -Send ideas, questions to Finance Committee -Detailed budget spreadsheet for next faculty meeting--what is minor and which is not. -Already restructured Academic Services -Summer salaries not automatic: moving to application process. To help write grants, open to all faculty. -No buyouts for DRGs next AY -Temporary vs permanent cuts.

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

Executive Session

<u>Topic</u>	<u>Desired Outcome</u>
Affiliate/Adjunct appointments	-Discussion and private vote
Lecturer, part-time, Temporary	-Discussion and private vote
Assistant Professor search	-update
Lecturer search	-update