

**HCDE Faculty Meeting minutes**  
**June 3, 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, 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, Melissa Ewing, Stacia Green, Leah Pistorius, Liz Young

Reminders/Announcements (5 minutes)

- [Research Discussion Seminar](#), Monday from 11:30-12:20:  
<https://washington.zoom.us/j/465440360>
- [Capstone Showcase](#), Monday, June 8, 5-7:30pm (judging 5-6pm) (Melissa update)
- [Graduation](#), Tuesday, June 9, 9-11:30am (Melissa update)

Approval of Meeting Minutes and Updates - Standing Committees & Chairs

<u>Topic</u>	
Approval of 5/13/2020 minutes	<b>-Motion to approve 5/13/2020 faculty meeting minutes by Tyler, second by Brock. 1 abstain. Motion approved.</b>
Graduation video for students	-Wear your UW or HCDE gear
BS Program Update	-New student rep -Non-HCDE students joining DRGs-Pros/Cons? Guidance on how to address that. -Reviewing fall schedule
MS/UCD Program Update	-Capstone--reducing final deliverables -Application update, discussing rolling admissions if needed -MS course work changes and what that means for PhD students--requirements, all electives in HCDE
PhD Program Update	-Annual review letters are out, good feedback from students on longer review -Adjustment to travel funds and how students can use them

Tech/Makerspace Committee	<ul style="list-style-type: none"> <li>-Proposing \$10k in 2020-2021 to upgrade rental equipment</li> <li>-Getting furniture from Fluke</li> <li>-Looking at 1st floor makerspace</li> </ul>
Diversity Committee	<ul style="list-style-type: none"> <li>-Strategic plan objectives and looking at climate assessments; hire someone next year to run focus groups</li> <li>-Creating mechanism for anonymously reporting issues</li> <li>-Several student-led efforts: Student rep groups for fall; micro-aggression training; DEI dialog</li> <li>-Priority for DEI training for faculty meeting in fall--CoE offering as well and committee will look into it</li> <li>-How to support faculty as well as students</li> </ul>
Chair Updates	<ul style="list-style-type: none"> <li>-Grading update</li> <li>-EAB meeting 6/2: great feedback; looking for new members. Please send suggestions to Julie/Beth</li> <li>-Back to research and working in labs. Modifying ChemEs plan. Strict policy on working in building. Explore other avenues for supporting student wellness without coming to Sieg Hall.</li> </ul>

### **Old Business**

<u>Topic</u>	
Financial Committee update, cont. from previous meeting	<ul style="list-style-type: none"> <li>-New coding to track expenses</li> <li>-Not over commit hiring TAs</li> <li>-Suggestion to hire post-doc to write grants or other hire that would support revenue generation</li> <li>-Let curriculum committee know if you get a grant that includes student support</li> </ul>

### **New Business**

<u>Topic</u>	
Communication Committee	<ul style="list-style-type: none"> <li>-Department reputation metrics discussion</li> <li>-Hiring RA for summer to track indicators</li> </ul>

Coordinating the categorization of classes for Autumn 2020	<p>-Request from UW to put Autumn 2020 classes in 3 categories:</p> <ol style="list-style-type: none"> <li>1. Prioritized for in-person instruction</li> <li>2. Prioritized for remote instruction</li> <li>3. Prioritized for in-person if possible, but can be delivered remotely</li> </ol> <p>-If in person issues can't be worked out and need to cancel          -Feedback to Jennifer and committee before Friday, June 5          -Bring up with space committee as well</p>
GRE scores for PhD admissions	<p>-Discuss whether to continue requiring or accepting GRE scores for PhD admission          -Preliminary decision for next year and come prepared to discuss further at next faculty meeting  <b>-Motion to not require GRE scores but continue accepting them for 2021 by Sean, seconded by Linda. 3 abstain. Motion passed.</b>          -Please update "Future Students" section on web site as soon as possible</p>

**Motion to adjourn by Julie, seconded by Beth. Meeting adjourned.**