

HCDE Town Hall

Topics

COVID-19 impacts on

- Teaching
- Research
- Staff and Operations

Q&A

Submit additional questions via private chat to Stacia Green during this Zoom call. Stacia will handle all Q&A at the end, there will be no "open mic" due to limited time and the large group attending

Links to our resources page at the end of the presentation

Stay Home, Stay Healthy!

Gov. Inslee's "Stay Home, Stay Healthy" directive was in effect from March 25

- Every WA resident needs to stay home except for essential activities
- Social gatherings are banned
- All businesses are closed except essential businesses
- Learn more at <http://governor.wa.gov>

UW previously announced that Spring Quarter instruction will be 100% remote
– plans are unchanged

UW took immediate steps to provide guidance for research labs, staffing and operations

Submit questions via chat to Stacia Green.

Stay Home, Stay Healthy!

We are in uncharted territory

Nobody knows what will happen in the coming weeks/months

-Many are making guesses, but remember the error bars are HUGE

Submit questions via chat to Stacia Green.

Spring Quarter Teaching Impacts

Welcome to a Zoom world

All HCDE Spring Quarter classes will be delivered remotely

Online classes will take a variety of forms including synchronous, asynchronous, and mixed - this is up to the instructors

We have been preparing for several weeks and the faculty and TA's are all ready

Undergrad classes will treat the first week as 'transitional' to accommodate new technology and class formats (Provost Richards directive)

Spring Quarter Teaching Impacts

Some cool technology examples you might see in the classroom this Spring!

- Synchronous/Virtual notes
- Remote whiteboard tools
- Annotation tools and live polling in Zoom
- Breakout rooms for active learning
- Fun virtual backgrounds and cameos from pets and children

H/T Jennifer
Turns &
Mitchell
Fajardo,
HCDE 210
Instructor

Accessing annotation tools if you are viewing a shared screen

While viewing a shared screen or shared whiteboard, click **View Options > Annotate** at the top.



Annotation tools

You will see these annotation tools:



Note: The **Select**, **Spotlight**, and **Save** options are only available if you started the [shared screen](#) or [whiteboard](#).



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Spring Quarter Impacts: Bigger Changes

Impacts to BS students:

- HCDE 440 Advanced Physical Computing was cancelled
- Students were offered to enroll in an independent study

Impacts to MS students:

- HCDE 539 Physical Computing and Prototyping was cancelled
- HCDE 530 Computational Concepts in HCDE was added in place to satisfy engineering requirement
- HCDE 598 Digital Fabrication will be distributed (e.g., each student will have their own 3D printer at home)

Spring Quarter Impacts: Bigger Changes

Impacts to PhD courses:

→ Both PhD courses offered by department are being converted to CR/NC

Every faculty member has wide latitude for designing their online courses, establishing syllabi, grading plans, etc., but we have been providing guidance

Spring Quarter Teaching: How Can I Help?

BS & MS Students: Please know we are doing our very best. Thank you in advance for patience and understanding and bringing us concerns and areas of improvement in healthy and productive ways.

PhD students: Research activities will likely be slowed, especially any in-person human subjects research - being flexible, creative, and patient will help

Faculty: Thank you for your efforts so far – please continue to develop contingency plans and be flexible in your approach, especially for core classes

TAs: Thank you in advance for your quick adoption of technology and stepping up to help make sure our students are learning and classes are running smoothly

Staff: Continue your *amazing* efforts to help us prepare, especially IT and advising.
Thank you!

Spring Quarter Impacts

Teaching and instruction at universities is a critical state activity and, as required, faculty and TA's may need to periodically access on-campus technologies to support instruction

No UW employee will be required to come on campus and everyone has been given remote work options

No classes will require pickup or dropoff of any course materials, though some may be delivered (e.g., digital fabrication): **100% remote means 100% remote**

Research Impacts

With very few exceptions, all HCDE research is now 100% remote

The SHSH orders provided for certain types of essential person research to continue. Partial list of examples:

- COVID-19 related research
- Research that is essential for Spring Quarter graduate student thesis/dissertation defenses
- Research related to national security interests

HCDE worked to identify all qualifying research in advance of the SHSH start

Research Impacts: When can it continue?

In person research can only continue if ALL of the following are met:

- It qualifies as “essential research.” Faculty had to request to me and be approved before this could happen.
- Research personnel (RAs) have been given remote work opportunities and are still willing to come to campus. We are taking great efforts to make sure everyone is informed of their option to remain at home.
- All previous EH&S considerations for the lab work can continue to be met
- All new public health guidelines such as social distancing and frequent washing of surfaces will be followed

We have identified critical employees who either need to access campus to maintain facilities or are may be continuing in person research and have communicated with them

Submit questions via chat to Stacia Green.

Research Impacts: Remote Research

The university is not in suspended operations

If you are a research employee (RA), your supervisor has/will be working with you to develop plans for at least the next two weeks

Restrictions on job tasks have been eased and your PI may reasonably change what you are asked to work on (e.g., help with writing a literature review in a new area in preparation of a grant proposal)

Research in HCDE is incredibly diverse and takes many forms, there is no “one size fits all.” This will look very different in every research group.

Research Discussion Seminar (HCDE 547)

At the PhD student town hall, we talked about some changes to HCDE 547 that we could try to see if they make it work better for the community. These included:

- Planning the quarter in advance
- Potentially preserving some sessions for PhD student-only sessions, or PhD students + the panelists they invite.

Our plan had been to prototype that this spring, then we all moved to virtual. So, for next quarter, we'll still plan to prototype the changes but in a low key way. That will include:

- Used the first session to plan the quarter
- Preserving 2-3 sessions as a chance for PhD students to check in
- Using the last session to reflect and talk about adjustments for next year

As a reminder, HCDE 547 is open to all HCDE research-active people, including faculty, postdocs, and research scientists (except when we have student-reserved weeks), and PhD students can register for credit.

Research Impacts: How can you help?

Faculty: Make every effort to provide your PhD students/RAs with clear instructions and regular feedback. Social isolation is very challenging for many of our students and use Zoom for regular group check-ins. You might consider appointing a 'social chair' if you are occupied with other tasks.

PhD Students: Make every effort to adapt best practices for at-home work. I know this is the first time for many of you. You can find many resources online or contact us for guidance.

Staff: Continue your great efforts and contributions, now from home. Please be extra understanding of unintentional miscommunications and bring areas of improvement to your supervisors right away

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Staff and Operations

Staff are well prepared for the current moment

All staff should have adequate technology solutions, telework arrangements and regular communications with each other

Spring tends to be a slightly slower time for grant submissions, and travel should be reduced due to near stoppage

We are awaiting guidance on performance evaluations and other potential impacts

You are already going above and beyond and helping so much. Thank you!

Facilities: Sieg Hall is closed to most

Unless you have been designated by our Administrator Erin Baker or me as a “UW Critical Personnel,” do not come to campus while the Stay Home, Stay Healthy order is in effect

Unless you are an RA/TA, have been designated as CP, and you are 100% willing to come to campus:
All students are to remain out of Sieg Hall, even if you have key card access

For students: failure to follow these guidelines constitutes a serious violation of the student conduct code (failure to follow the orders of a University Official). There will be zero tolerance violations and zero exceptions granted.

If essential faculty/staff come to Sieg Hall, please make sure any door you enter is completely closed and latched, and do not allow anyone to tailgate.

Additional Resources and Support

Students: Our understanding is that all students currently have the technology required to fully participate in Spring Quarter. If you or a student you know is in financial need for technology support, please contact the advising staff immediately. There are UW programs for support and we are looking into departmental resources.

RAs: Be in close contact with your PI. Departmental listservs and Slack can be a great way to connect with each other

Staff: Your supervisor and Erin Baker

Faculty: Me and Dean Allbritton

Anyone in the HCDE community with COVID-19/coronavirus concerns that are not being addressed to their satisfaction can contact me at any time through email or Slack DM

Closing Thoughts

This is really hard.

This is a marathon, not a sprint, so please pace yourselves.

Everyone needs to put extra effort into self-care right now,

UW wellbeing and mental health services are continuing. Please use them if needed

<https://wellbeing.uw.edu/topic/mental-health/>

Do your best, take extra time to treat each other well, give extra grace when people around you make accidental mistakes and things will be OK. Assume positive intent!

Resources

Please join the UW HCDE department wide Slack team (hcde-department.slack.com). It is a great way to stay connected (409 members already!)

The [UW coronavirus](#) page is updated daily and is the source for University operations; and for information about spring quarter visit the [Provost's FAQ page](#).

[HCDE COVID-19 FAQ](#)

[COVID-19 Resources for HCDE Students](#)

The Center for Teaching and Learning has also developed a [clearinghouse of resources](#) for teaching remotely. The College of Engineering has put together an engineering specific [resource page](#) for faculty, staff, and students.

[Zoom resources UW IT](#)

Acknowledgements

Thanks to Associate Chairs Jennifer Turns & Beth Kolko for their shared collaboration on leadership and communication

Thanks to the Curriculum Committee for all course-related and teacher trainings (Jennifer Turns, Tyler Fox, Brock Craft, Sean Munson, Pat Reilly, Kathleen Rascon, Alex Llapitan, Alanna Robins Daniels)

Thanks to all staff, but especially Stacia Green, Erin Baker, Scott Rivers, and Jane Skau for scrambling to help us convert departmental business and remote teaching online.

Thanks to Jim Pfaendtner (Chem E) for sharing his slides, which we remixed for HCDE!

Q & A

Submit additional questions via private chat to Stacia Green

Q&A responses will be compiled and shared on the department website