HCDE Faculty Meeting Minutes draft
March 5, 2025
HUB 250 and Zoom: https://washington.zoom.us/j/93984963412

Faculty present: Cecilia Aragon, Arpita, Cindy Atman, Katya Cherukumilli, Brock Craft, Tyler Fox, Sucheta Ghoshal, Shana Hirsch, Gary Hsieh, Cayla Key, Julie Kientz, Beth Kolko, Alan Marks, David McDonald, Sean Munson, Nadya Peek, Ana Pinto da Silva, David Ribes, Daniela Rosner, Kate Starbird, Jennifer Turns, Linda Wagner, Mark Zachry

Faculty Absent: Sarah Coppola (on leave), Sayamindu Dasgupta, Leah Findlater, Mark Haselkorn, Charlotte Lee,

Others present: Melissa Ewing, Stacia Green, Meghan Oxley, Summer Dela Cruz Parkes, Crystal Welliver

Guest: Jen Davison, Tri-Campus Community Engagement

Reminders/Announcements (5 minutes)
- Save the date:
    - PhD Visit Days, March 6-7
    - Bay Area event, March 13-14
    - HCDE Outstanding Alumni Award nominations due May 1
    - CoE Dean review survey, due April 4:
    - Engineering Discovery Days, May 1-2, Deadline for registering an exhibitor booth: Friday, April 4
    - PhD Review, May 9, 9-1pm
    - Alumni BBQ, May 14, 4-7pm, Gas Works Brewing
    - Merit Review, May 16, 9-1pm
    - EAB Spring in-person meeting, June 2, 9am-2pm
    - Capstone, Monday, June 2, 3-7pm, HUB Ballroom
    - PhD Graduation Celebration on June 11, 11am-2pm, (for faculty advisors with graduating students) tentatively at the Burke Museum
    - Graduation, Wed, June 11, 6-8pm, HUB Ballroom
    - MHCI+D Capstone Showcase, Thursday, August 14, 5:00-7:00pm
    - MHCI+D Graduation, Friday, August 15, 9:00am-12:00pm
- HCDE Research lunches:
    - *Winter quarter:*
        - 5 March: clusters: (1) Social Media and Online Communities; (2) Coordination, Collaboration, and Infrastructure
        - 12 March: informal discussion re: ongoing changes in US research landscape
    - *Spring quarter (tentative)*: 16 April, 30 April, 14 May, 28 May

- [UX Speaker Series](#), Thursdays in Winter, 4:30-5:20pm, Gowen 201
- [Peer teaching evaluations](#) for AY 2024-2025
- Updates on projects, grants, classes, research

*Presentation*: Jen Davison, Tri-Campus Community Engagement

Approval of Meeting Minutes and Updates - Standing Committees & Chairs

| Topic | Notes |
|---|---|
| Approval of 2/05/2025 minutes | -Motion to approve 2/05/2025 faculty meeting minutes by Beth, seconded by Brock. **Motion approved. 20 yes, 0 no, 0 abstain.** |

| Topic | Notes |
|---|---|
| BS Program Update | -If you are thinking of a DRG next quarter, please let Meghan and Brock know asap. Try not to schedule during capstone class time. Please also let students know if accepted to your DRG as soon as you can.<br>- Thanks for participating in the ABET workshop. |
| MS/UCD Program Update | -Got through admissions process. Thanks to Dion's organization.<br>-Part of AI task force—more to come<br>-A reminder that everyone is asked to do reviews. |
| PhD Program Update | -Visit Days start tomorrow. Please check your schedules and come to Tea Time. Dinner Thursday at the Big Time.<br>-PhD award and fellowship nominations coming up soon. Please keep an eye out for emails. Please let Kate and Kathleen know if you have a student you want to nominate for any award.<br>-Prelims: no early prelims now but let Kate or Kathleen know if you schedule one. |
| Research Committee | -Research funding update.<br>-Research cluster lunches update, March 5 and 12. Still working on wording.<br>-Research development role–let Sean and Crystal know if you have any ideas for this. |
| Partner program updates | -GIX: Relocating to Microsoft campus. Getting close on the hybrid program |

| Chair Updates | -ExComm updates, Provost visit to ExComm.<br>-Financial update: state deficit, potential furloughs, being asked to be more conservative with finances<br>-CoE Dean reappointment review–please fill in survey by April 4<br>-Update on CoE new program fee |
|---|---|

*Break*

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

Old Business

| Topic | Desired Outcome |
|---|---|
| Updated peer evaluation form/process | -Update peer evaluation forms available first week of spring quarter. Let Tyler know if you'd like to use it. |
| HCDE MS AI Certificate Task Force | -Discuss full AI certificate proposal and new course proposals.<br>-Vote links sent for certificate proposal and new course proposals.<br>**Motion approved AI Certificate program. 19 yes, 1 no, 0 abstain**<br>**Course approvals:**<br>**Motion approved HCDE 560. 18 yes, 0 no, 0 abstain**<br>**Motion approved HCDE 561. 15 yes, 0 no, 1 abstain**<br>**Motion approved HCDE 563. 18 yes, 0 no, 0 abstain**<br>**Motion approved HCDE 564. 16 yes, 1 no, 1 abstain**<br>**Motion approved HCDE 568. 17 yes, 0 no, 1 abstain** |

New Business

| Topic | Desired Outcome |
|---|---|
| Retire HCDE 440 | -Discussion and vote<br>**Motion approved to retire HCDE 440. 20 yes, 0 no, 1 abstain** |

Motion to adjourn by Beth, seconded by Tyler. Motion approved.