HCDE Town Hall

WINTER 2022

Julie Kientz

HCDE Professor & Chair

The University of Washington acknowledges the Coast Salish peoples of this land, the land which touches the shared waters of all tribes and bands within the Suquamish, Tulalip and Muckleshoot nations.

W

HCDE Operations

Course formats, HCDE office hours, advising, equipment reservations

Welcome New Faculty & Staff

Meghan Oxley

Undergraduate Advisor

Sayamindu Dasgupta

Assistant Professor

HCDE Courses

HCDE instruction is flexible through January 28.

View HCDE's course formats in the [Winter 2022 Hybrid Instruction list](#).

On Jan. 31, classes and experiences will return to being held largely in person.

Masks are required inside all University buildings and facilities.

Instructors will still have the discretion to offer courses hybrid as they deem best - we will ask them to update the hybrid instruction list and communicate this to you as soon as possible.

HCDE Advising

HCDE Advising Contacts & Drop-in Hours

- **HCDE BS students**
  Meghan Oxley, what@uw.edu
  Winter Quarter drop-ins: **Tuesdays 1-2:30pm**
- **MS/UCD students**
  Alex Llapitan, alex310@uw.edu
  Winter Quarter drop-ins: **Thursdays 4-5:30pm**
- **PhD students**
  Kathleen Rascon, khorenst@uw.edu
  Winter Quarter drop-ins: **Mondays 10-11:30am**

Schedule an advising appointment here

HCDE Peer Advisors

HCDE Peer Advisors primarily advise prospective HCDE students, but you may contact them too if you have questions.

Undergraduate Peer Advisors

- Shefali Kumaran
- Chau Nguyen

Master's Peer Advisor

- Vijayalaxmi MP

Sieg Building & Equipment

Building & Office Hours

HCDE main office hours: 9 a.m. - 6 p.m. Monday through Thursday, 9 a.m. - 4 p.m. Friday. Closed for lunch daily from 12 - 1 p.m.

Sieg Building is unlocked between 7:30 a.m. and 10 p.m., Monday through Friday.

After hours card access is limited to current students, faculty, and staff.

Room reservations and equipment checkout:

Use the HCDE Room Scheduler to reserve HCDE rooms in the Sieg Building.

- Jane is working on identifying a few offices/conference rooms where you can zoom into class if needed. Hallway spaces are also available.

Equipment available for checkout:

- OWL camera: This camera is a 360-degree camera, mic, and speaker.
- Microphones: Available for check out.

Health & Safety

Updated COVID-19 guidance and protocols

COVID-19 Testing & Face Coverings

Testing

Testing remains one of our best tools for preventing the spread, so please consider signing up for the Husky Testing Program.

Other places to get tested are the UW Medicine and Curative sites.

Each household can now receive four individual rapid antigen test kits from the federal government, delivered by the U.S. Postal Service, as well as from the State of Washington.

Mask/Face Covering Policy

HCDE continues to follow the UW's Face Covering Policy and masks are required. UW now strongly suggests upgrading your masks to N95, KN95, or KF94 masks. Members of the HCDE community may receive an N95 masks from Jane Skau in the HCDE main office, Sieg Building 428. Instructors can pick up boxes to take to their classes to hand out to students as well.

HEALTH & SAFETY

COVID-19 Safety Precautions

Designated Eating Spaces

Eating in classes is not permitted due to COVID and mask requirements - each building will have a designated eating space where you can eat, and instructors have been asked to provide breaks with enough time to eat. Sieg Building's Designated Eating space for students in the Student Lounge on the 4th floor (422). Please limit all socializing to the hallways instead of the lounge. Designated eating space for staff/faculty is the 3rd floor kitchen.

Air Purifiers / Ventilation

UW Environmental Health & Safety has been assessing classrooms for ventilation and providing air purifiers for classroom spaces that need them.

If you are sick with any potential illness, you MUST stay home, regardless of your vaccination status. Check in with your instructor or TA about how to make up a missed class, similar to any other illness.

What if I get COVID-19?

- If you are exhibiting any signs of illness, please do not come to campus. Let your instructors and/or supervisors know and they will accommodate your absence similar to any other times you may have to miss class due to illness.

- Environmental Health & Safety (EH&S) has updated their visual flowchart for what to do in different scenarios and when to report to them and how, as well as their Quarantine & Isolation guidance.

- If you have tested positive for COVID, you should contact EH&S, who will provide the most updated guidance and perform contact tracing as needed.

- If you are a student, EH&S will contact your instructor if they have had "substantial" exposure with a reported positive case.

HEALTH & SAFETY

COVID-19 PUBLIC HEALTH REQUIREMENTS AND GUIDANCE

UW Medicine medical facility personnel follow UW Medicine protocols.

January 12, 2022 / www.ehs.washington.edu

SCENARIO 1:
You tested positive for COVID-19.
Regardless of your vaccination status and regardless of whether or not you have symptoms.

STAY HOME AND SELF-ISOLATE.

Do not go to work or class for **5 days** since your symptoms started, 5 days since your test date (if you have no symptoms), or as instructed by a contact tracer.

Submit a COVID Notification Form if you tested outside the Husky Coronavirus voluntary research study.[1]

ENTER YOUR WA NOTIFY PIN.

Your contact tracer will give you a PIN number to enter in your mobile device to confidentially alert close contacts.

WEAR A MASK.

Wear a well-fitting surgical mask or KF94/KN95/N95 when around others at home and in public for 5 additional days (through day 10). Follow additional CDC restrictions for travel, eating, and other activities.

COMPLETE THE ELECTRONIC SURVEY.

The COVID-19 Response and Prevention Team will send you a link to a health survey prior to the end of your isolation period.

Did your symptoms improve after 5 days of isolation?

YES — End isolation after day 5 if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved.[3] Students in residence halls follow additional requirements communicated by the contact tracer.

NO — Remain in isolation until you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved. Contact covidehc@uw.edu with questions.

If you take a home rapid COVID Antigen (Ag) test at 5 days or after and it is positive you should continue isolation for a full 10 days.

SCENARIO 2:
You were in close contact with an individual who tested positive for COVID-19.

You are current on COVID-19 vaccination and booster doses and/or you have tested positive for COVID-19 in the past 90 days.

YES — *Notify covidehc@uw.edu if your exposure was potentially related to workplace or campus activities and you have not already been notified by the University.*

Do you have symptoms?

YES — **STAY HOME AND SELF-ISOLATE.**
Do *not* go to work and/or class. Wear a well-fitting surgical mask or KF94/KN95/N95 when around others at home and in public.

GET TESTED IMMEDIATELY.

POSITIVE — FOLLOW SCENARIO 1.

NEGATIVE — You can return to work and/or class if **all** of the following apply to you:
1. Your symptoms are mild; and
2. Your symptoms have improved; and
3. You have not had a fever for at least 24 hours without using fever-reducing medication.
If your symptoms are severe or getting worse, stay home, notify covidehc@uw.edu and consult a health care provider.

NO — You do *not* need to stay home. You can return to work and/or class. Wear a well-fitting surgical mask or KF94/KN95/N95 when around others at home and in public for 10 days.

GET TESTED AT LEAST 5 DAYS AFTER EXPOSURE[2]
or immediately if you are unsure when you were exposed.

POSITIVE — FOLLOW SCENARIO 1.

NEGATIVE — Watch for symptoms and wear a mask around others outside of your household for 10 days since your last exposure. If you develop symptoms, follow instructions for vaccinated close contacts with symptoms in Scenario 2.

Will you have ongoing close contact (e.g., household member has COVID-19)?

YES — Contact covidehc@uw.edu to receive additional guidance.

NO — No further action is needed.

NO — **STAY HOME AND QUARANTINE.**
Do not go to work or class for **5 days** since your last exposure or as instructed by the contact tracer. Wear a well-fitting surgical mask or KF94/KN95/N95 when around others at home and in public and watch for symptoms for 10 days.

GET TESTED AT LEAST 5 DAYS AFTER EXPOSURE[2]
or immediately if you are unsure when you were exposed.

POSITIVE — FOLLOW SCENARIO 1.

NEGATIVE — You can leave home after day 5 if you have no symptoms. Wear a well-fitting, surgical mask or KF94/KN95/N95 when around others at home and in public for 5 additional days (through day 10).

Contact covidehc@uw.edu and follow CDC guidance if you have ongoing exposure (e.g., household member has COVID-19).

Did symptoms develop during quarantine?

YES — Notify covidehc@uw.edu and get tested immediately. Stay home for 5 days from symptom onset or as directed by a contact tracer.

NO — You can return to work or class when you have completed quarantine.

SCENARIO 3:
You have a symptom(s) of COVID-19 but no known exposure to a COVID-19 positive individual.

STAY HOME AND SELF-ISOLATE.
Do not go to work and/or class, regardless of vaccination status.

GET TESTED IMMEDIATELY.

POSITIVE — FOLLOW SCENARIO 1.

NEGATIVE — Stay home until symptoms have improved and you have not had a fever for at least 24 hours without using fever-reducing medication. If symptoms worsen, get tested again and contact your health care provider.

ENGINEERING

Mental Health & Wellbeing

Mental Health and Wellbeing Resources

The [Husky Health and Wellbeing webpage](#) provides resources about coronavirus anxiety, mental health resources for BIPOC students, and general wellness resources including recreation, medical/dental, and safety. The HCDE Slack has a #mentalhealth channel as well where you can reach out for peer support.

UW Links

- [Task Force on Student Mental Health](#)
- [The Whole U](#)
- [The Center for Child & Family Well-Being](#)
- [Virtual Let's Talk](#) (UW NetID required)
- [Resilience Lab](#)
- [Psychological First Aid](#)

Events & Opportunities

Winter and Spring community events

2022 HCDE Community Events

HCDE Winter Quarter Professional Series
Mondays, 5 - 6 p.m.
RSVP at hcde.uw.edu/events
Upcoming topics: Storytelling for UX Interviews, Network
Night, Whiteboarding for UX Interviews, Mock
Interviews, Getting the Offer

UX Speaker Series
Fridays, 11:30 - 12:20 p.m.
301 Gowen Hall
Recordings available at hcde.uw.edu/ux

Design Jam for Civic Engagement
Weekend: April 8 – 9
Details coming soon

HCDE Distinguished Lecturer Lucy Suchman
Open worlds and the limits of datafication
May 10, 4 - 5:30 p.m. | HUB 332
RSVP at hcde.uw.edu/events

HCDE Capstone Showcase
Featuring projects from MS and BS students
June 6, 5 - 8 p.m. | HUB

HCDE Graduation & Awards Ceremony
Celebrate the Class of 2022!
June 8, 10 a.m. - 12 p.m. | HUB Ballroom

EVENTS & OPPORTUNITIES

Diversity, Equity, & Inclusion

Courtesy of Daniela Rosner
Associate Professor
Chair, HCDE Diversity Committee

HCDE DEI Committee

New DEI Committee

+ (PhD, Masters, Undergrad, Staff, Faculty)

Diversity Committee Elections (Spring '21)

+ Nominations; Elected representatives

AY 20-21 - Launched 10+ new Initiatives

ABOUT

🏠 > About > Diversity, Equity, and Inclusion

Diversity, Equity, and Inclusion

The Diversity, Equity and Inclusion Committee in the Department of Human Centered Design & Engineering is a group of community-elected faculty, staff, and student representatives serving as public advocates to represent the diverse needs and interests of our HCDE community. Through a range of initiatives, we help foster greater solidarity, care, and collective accountability within HCDE.

HCDE DEI Committee
Meet the faculty, staff, and students elected to HCDE's DEI Committee.

Reporting and training
Resources for reporting and training, and HCDE's anonymous reporting form.

DEI Mini Grants
Mini grants that support grassroots DEI initiatives within the department.

UW DEI Resources
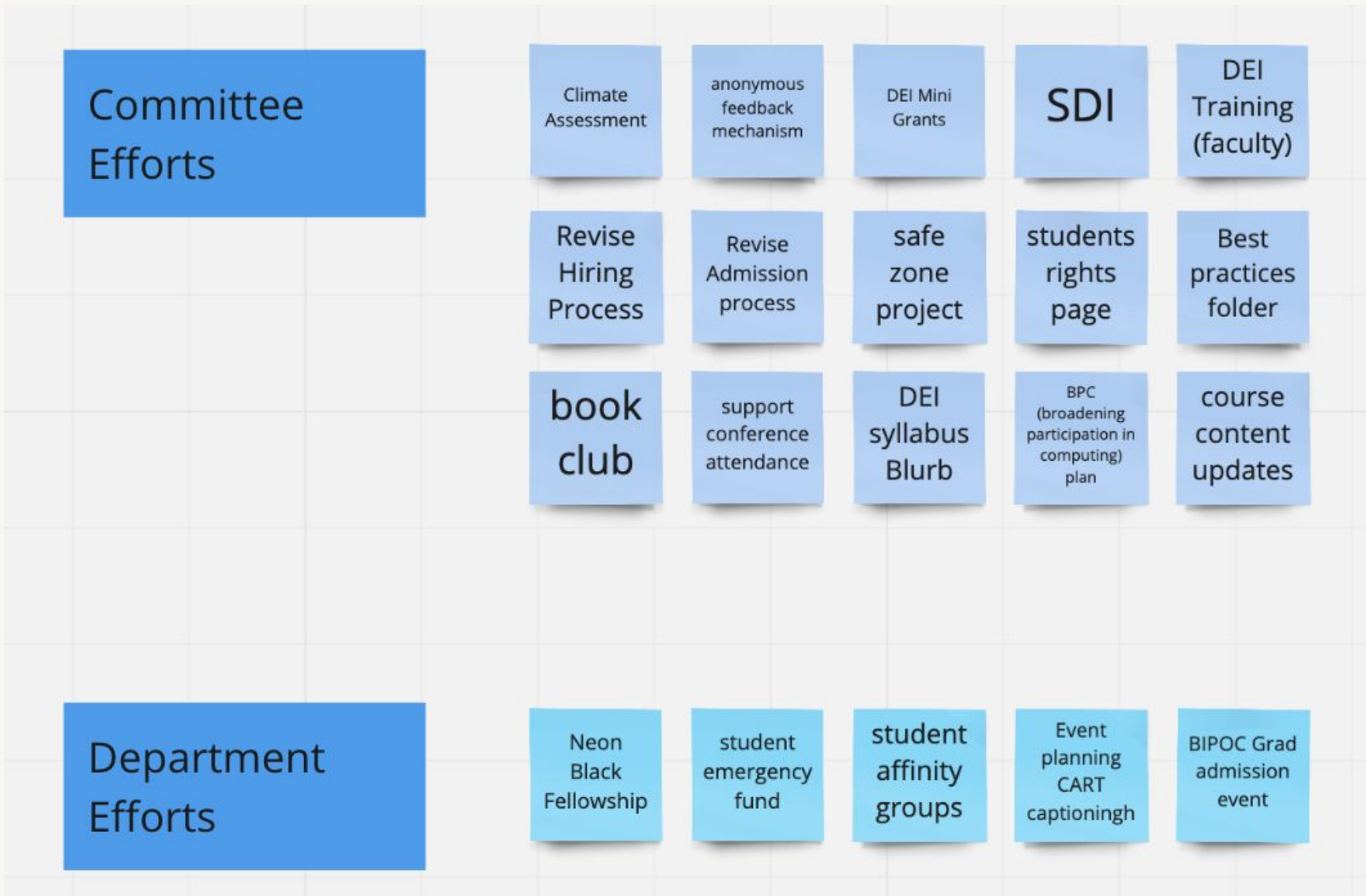DEI resources and student groups across the University.

HCDE DEI Events
Browse or propose an event on the HCDE DEI Events calendar.

Student Resource Groups
HCDE's student-led groups for community building, networking, and advocacy.

Committee Efforts

Climate Assessment	anonymous feedback mechanism	DEI Mini Grants	SDI	DEI Training (faculty)
Revise Hiring Process	Revise Admission process	safe zone project	students rights page	Best practices folder
book club	support conference attendance	DEI syllabus Blurb	BPC (broadening participation in computing) plan	course content updates

Department Efforts

| Neon Black Fellowship | student emergency fund | student affinity groups | Event planning CART captioningh | BIPOC Grad admission event |

Credit: Kenya Mejia

DIVERSITY, EQUITY, & INCLUSION

Objective #1: <u>Become aware of strengths and areas for improvements</u> in the department in terms of *diversity, equity, and inclusion* (DEI)

1. **Create a plan for developing a baseline on our department's strengths and weaknesses in diversity, equity, and inclusion that includes what and how to evaluate** (e.g., teaching materials and topics; research expertise and outputs; demographics; strategies and venues for recruiting students, staff and faculty; departmental climate across students, faculty, staff and interactions of these; resources to support students, faculty and staff) (Diversity Committee, Chair's Office, Year 1)
2. **Conduct evaluation of the climate for faculty, staff, and students on the research, teaching, and culture of HCDE** (Diversity Committee, Year 1)
3. **Develop prioritized list of what to celebrate and what to prioritize in terms of change** (Diversity Committee, Faculty, Year 1)

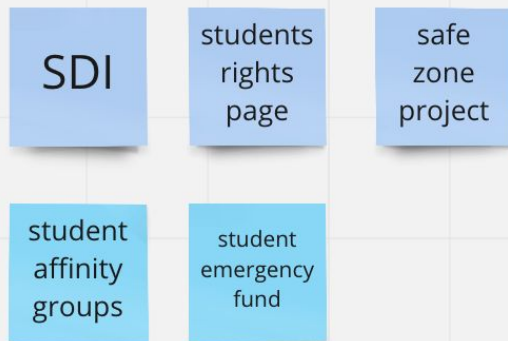Climate Assessment

anonymous feedback mechanism

BPC (broadening participation in computing) plan

book club

Credit: Kenya Mejia

DIVERSITY, EQUITY, & INCLUSION

Objective #2: Implement new <u>practices for listening to and empowering</u> our faculty, staff, and students to improve the *overall climate* of the department

1. **Create a mechanism for anonymously reporting issues and ideas** (Diversity Committee, Chair's Office, Year 1)
2. **Adopt a plan consisting of 3-4 key strategic initiatives based on the results of Objective 1** (Diversity Committee, Chair, Year 2)
    a. Possible directions include: reviewing and revising departmental policies; editorial style guide about how to incorporate inclusive language across HCDE's website, policies, and course documents; constructing a department code of conduct and expansion of student rights; establish departmental emergency fund; developing departmental best practices for supporting mental health; and establishing an annual staff and faculty diversity effort award
3. **Execute one new initiative per year based on the plan** (Diversity Committee to Monitor, Other Committees as Determined, Years 2-5)

SDI	students rights page	safe zone project
student affinity groups	student emergency fund	

Credit: Kenya Mejia

DIVERSITY, EQUITY, & INCLUSION

Objective #3: Implement new <u>practices</u> for improving the *diversity and equity* of our <u>teaching, learning, and outreach</u> experiences

1. **Adopt a plan consisting of 3-4 key directions based on the results of Objective 1** (Diversity Committee, Curriculum Committee, Year 2)
   a. Possible directions include: leveraging existing and establishing new gift funds to outreach; implementing strategies to help teaching faculty review teaching and learning experiences from a diversity perspective; reviewing of learning objectives and generating of boilerplate text for course policies; introducing new courses on designing with marginalized populations; reaching out to all lecturers and faculty to identify how they address DEI in their teaching; and communicating guidance on making classrooms more inclusive)
2. **Implement one new strategy per year based on the plan** (Diversity Committee; Curriculum Committee, Chair's Office, Years 2-5)

DEI Training (faculty)	DEI syllabus Blurb	course content updates
Best practices folder	support conference attendance	DEI Mini Grants
Event planning CART captioningh	BIPOC Grad admission event	Neon Black Fellowship

Credit: Kenya Mejia

DIVERSITY, EQUITY, & INCLUSION

Objective #4: Revise our <u>hiring and admissions</u> processes to implement best practices to improve the *diversity* of our applicant pool and reduce unconscious bias

1. **Adopt a plan consisting of 3-4 key directions based on the results of Objective 1** (Diversity Committee, Chair's Office, Year 2)

   a. Possible directions include: efforts to prepare ourselves to be on admissions and hiring committees, reviewing best practice guidelines on improving diversity of admissions processes, setting expectations that people participating in hiring and admissions participate in unconscious bias training; identifying new places to advertise our program to increase the diversity of applicants; improve our processes in the interviewing and decision-making process (e.g., requesting diversity statements, creating evaluation rubrics); provide competitive offers to applicants (e.g., establish a gift fund for matching GO-MAP, ARC scholarships, apply for UW matching funds for faculty startup costs, etc.)

2. **Implement one new strategy from the plan per year** (Diversity Committee, Search Committees, Academic Program Chairs, Years 2-5)
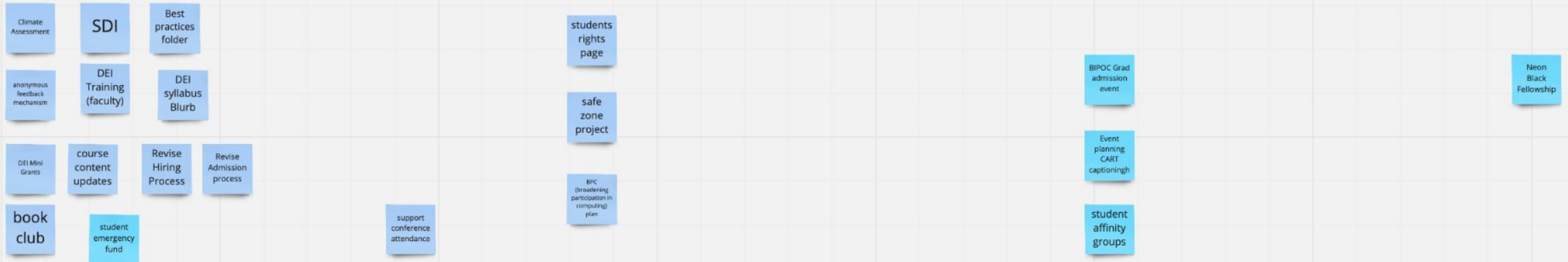
Revise Hiring Process

Revise Admission process

Credit: Kenya Mejia

DIVERSITY, EQUITY, & INCLUSION

General

Specific

Climate Assessment

SDI

Best practices folder

anonymous feedback mechanism

DEI Training (faculty)

DEI syllabus Blurb

DEI Mini Grants

course content updates

Revise Hiring Process

Revise Admission process

book club

student emergency fund

support conference attendance

students rights page

safe zone project

BPC (broadening participation in computing) plan

BIPOC Grad admission event

Event planning CART captioningh

student affinity groups

Neon Black Fellowship

Credit: Kenya Mejia

DIVERSITY, EQUITY, & INCLUSION

Credit: Kenya Mejia

Ongoing and next steps

+ AY 21-22 DEI Committee Workshop
    + Support for equity-centered instruction (thanks Sarah Coppola!)
    + Conversations with DEI Committee members

+ $10K donor gift to fund the Mini Grant program

+ Accessible Branded Elements

+ Anonymous Reporting Tool being piloted

DIVERSITY, EQUITY, & INCLUSION

Questions?

Ask questions in Zoom's Q&A feature and vote on other questions you want answered

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