

**Draft HCDE Faculty Meeting Minutes**  
**December 9, 2020, 9:30-11:30am**  
**Via Zoom <https://washington.zoom.us/j/91509254486>**

Faculty present: Cecilia Aragon, Cindy Atman, Sarah Coppola, Brock Craft, Andy Davidson, Kristin Dew, Leah Findlater, Tyler Fox, Mark Haselkorn, Dianne Hendricks, Gary Hsieh, Julie Kientz, Beth Kolko, Charlotte Lee, Sean Munson, Nadya Peek, David Ribes, Daniela Rosner, Kate Starbird, Irini Spyridakis, Jennifer Turns, Linda Wagner, Mark Zachry

Faculty Absent: David McDonald (sabbatical)

Others present: Erin Baker, Melissa Ewing, Stacia Green, Kathleen Rascon

Reminders/Announcements (5 minutes)

- HCDE External Advisory Board meeting, Dec. 10, 9-12pm, <https://washington.zoom.us/j/95641517897?pwd=bkxKR0pHTINTZWZSeHFMcmthZz09>, Meeting ID: 956 4151 7897, Passcode: 972678
- Sustained Dialogue mentor training, Fridays, Jan. 8-March 12, 9:30-11am
- Save the Date: PhD Admissions meeting, Feb. 3, 2021, 9-12

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

Approval of Meeting Minutes and Updates - Standing Committees & Chairs

<u>Topic</u>	<u>Notes</u>
Approval of 11/18/2020 minutes	<b>-Motion to approve 11/18/2020 faculty meeting minutes by Beth, seconded by Andy. 2 abstain. Motion approved.</b>
BS Program Update	-UG statement on DEI for UG students -Reviewing course plan 2021/22 and 2022/2023
MS/UCD Program Update	-Finished objectives draft. Please comment. -Preparing for admissions with new form, same rubric. Will have training for admissions committee. -Planning 2 year cycle. Let Tyler know if you have a course proposal, ideas
PhD Program Update	-Prelims feedback. Please send any outstanding feedback to Kathleen/Sean. -Piloting a 2 credit engineering methods as HCDE 598

Diversity Committee	<ul style="list-style-type: none"> <li>-Sustained Dialogue training open to everyone. Encourages all to join in.</li> <li>-HCDE DEI mini grants. No applications yet. Please keep in mind for student projects next quarter</li> <li>-Still working on anonymous feedback mechanism</li> </ul>
Chair Updates	<ul style="list-style-type: none"> <li>-Awards committee thinking a lot about external awards</li> <li>-Teaching preferences survey is out--please fill in by next week. Trying to plan for 2 years.</li> <li>-Cluster hiring update</li> <li>-DEI consultant update</li> </ul>

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### **Old Business**

<u>Topic</u>	<u>Notes</u>
Space Committee	<ul style="list-style-type: none"> <li>-Update on input from staff and faculty. Discussed changes and potential renovations--add windows to doors of conference rooms.</li> <li>-For those of you moving offices/labs, please pack up your own materials by mid June. Please let Stacia or Jane know if you need help with packing.</li> <li>-Please let committee know if you have any follow up questions/comments.</li> <li>-Let Julie know if you have any issues</li> </ul>
ABET Taskforce	<ul style="list-style-type: none"> <li>-Accreditation for BS program will align with 2 strategic plan goals</li> <li>-Process starts with self-study</li> <li>-Please reach out to ABET committee if questions/comments</li> </ul>

### **New Business**

<u>Topic</u>	<u>Notes</u>
PhD Admissions	<ul style="list-style-type: none"> <li>-200+ applications</li> <li>-Changes to process</li> <li>-Review assignment to come Friday, 12/11</li> <li>-Send examples of good admissions questions to Sean</li> <li>-Please set aside time for reviews</li> </ul>

**Motion to adjourn meeting by Andy, seconded by Nadya. Motion passes.**