

## HCDE Faculty Meeting Minutes Draft

April 21, 2021, 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, Tyler Fox, Sucheta Ghoshal, Mark Haselkorn, Dianne Hendricks, Gary Hsieh, Julie Kientz, Beth Kolko, Charlotte Lee, Sean Munson, David Ribes, Daniela Rosner, Kate Starbird, Irini Spyridakis, Jennifer Turns, Linda Wagner, Mark Zachry

Faculty Absent: Leah Findlater, David McDonald (sabbatical), Nadya Peek

Others present: Summer Parkes, Melissa Ewing, Stacia Green, Shana Hirsch, Kathleen Rascon

### Reminders/Announcements (5 minutes)

- [HCDE Recruiting Night and Mini Career Fair](#), April 21, 4:30-6:30pm
- Save the Dates:
  - PhD Review, May 14, 9-1
  - Merit Review, May 21, 9-3 (pending Workload committee recommendations)
  - ABET Working session, May 28, 9-12pm
  - Capstone Showcase, June 7 and 8
  - HCDE Graduation, June 9, 2pm
- Introducing Summer Dela Cruz Parkes, ndw administrator

### Approval of Meeting Minutes and Updates - Standing Committees & Chairs

<u>Topic</u>	<u>Notes</u>
Approval of 3/31/2021 minutes	<b>-Motion to approve 03/31/2021 faculty meeting minutes by Andy, seconded by Tyler. 1 abstain. Motion approved.</b>
BS Program Update	-Admissions feedback due next week -Looking for ~10-12 students -Let students know about summer classes
MS/UCD Program Update	-Admissions: 117 students said yes, wait list of 45, waiting to hear about deferrals -Strongly consider 1 credit DRGs for MS
PhD Program Update	-Admissions update -Thanks for feedback for admissions next year -Recommendation letter adjustment -Update page on recruitment plans

	-Annual review May 14
Diversity Committee	-Funded 9 mini grants, hope to expand grants -Coded Bias viewing -Work on faculty retention policy (later on agenda)
Awards Committee	-Student graduation awards nominations are open. Please nominate by May 4.
Chair Updates	-Update on TT hire -Teaching assignments set for AY 2021-2022 -Revisiting how to process teaching assignments -Canvas administrator for dept. Will allow to set up templates. -Summer salary work reminder, grant writing support -Faculty discretionary fund was funded this year (use by end of June) -Back to in person working and what that means. Reach out to Julie to for any discussion.

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

**Old Business**

<u>Topic</u>	<u>Notes</u>
ABET Committee	-Update on ABET conference. -Reminder about May 28 workshop: What does it mean to HCDE? -Key take-away: opportunity to define what it means ot be a HCDE grad -Reach out to committee if any questions/concerns.
Draft Faculty Retention Policy	-Discuss changes and vote -Possibly have two separate policies?: retention and equity issues <b>-Motion to approve policy David R., seconded by Gary. 3 abstain. Motion approved.</b>

**New Business**

<u>Topic</u>	<u>Notes</u>
CEP Representative	-Need to approve Andy for next term, plus substitute for his sabbatical. Andy. <b>Andy approved for another 3-year term with Jennifer and Brock approved as substitutes.</b>

2021 Graduation	-Update on virtual webinar ceremony.
Changing Merit Review process for 2021	-Discuss and approve a process for this year only <b>-Motion to approve Tyler, seconded by Andy. Motion approved.</b>
Intranet review	-Tabled

**Motion to adjourn by Cecilia, seconded by Tyler. Motion approved.**