

**HCDE Faculty Meeting Minutes draft**  
**November 3, 2021, 9:30-11:30 a.m.**  
**Sieg Building 332**

<https://washington.zoom.us/j/96196665441>

Faculty present: Sarah Coppola, Brock Craft, Kristin Dew, Leah Findlater, Tyler Fox, Mark Haselkorn, Gary Hsieh, Julie Kientz, Beth Kolko, Charlotte Lee, David McDonald, Sean Munson, Nadya Peek, David Ribes, Daniela Rosner, Kate Starbird, Jennifer Turns, Linda Wagner, Mark Zachry

Faculty Absent: Cecilia Aragon, Cindy Atman (sabbatical), Andy Davidson (sabbatical), Sucheta Ghoshal, Irini Spyridakis

Others present: Jon Froehlich, Stacia Green, Leah Pistorius, Kathleen Rascon, Scott Rivers

Reminders/Announcements (5 minutes)

- [XR Day](#), Nov. 18, 2021, 9-6pm
- PhD Prelims, Nov. 19, 2021
- Space Committee announcement (Charlotte): lab move update
- Reminder: Please take the [Research Cluster Survey](#) by Monday, 11/8 (Gary, 5 min)

Approval of Meeting Minutes and Updates - Standing Committees & Chairs

<u>Topic</u>	<u>Notes</u>
Approval of 10/06/2021 minutes	<b>-Motion to approve 10/6/2021 faculty meeting minutes by Sean, seconded by Beth. Motion approved with changes.</b>
BSPC updates	-Eliminate requirement for Letters of recommendation for CoE scholarships applications -New course proposal for HCDE 485. <b>New course was approved.</b> -Will be soliciting new course proposals in the coming month
ABET	-Working on prototypes for self-study documents. What does it look like writing the self-study with existing curriculum? -Reach out to Brock if questions re: accreditation
MSPC	-Working on MS review, and how to track MS students through program -Summer course proposals coming
PHDPC	-Prelims 11/19 -Timeline for PhD application reviews coming -Please let curriculum committee know TA needs as soon as you can.

Diversity Committee	-Released anonymous reporting tool
Chair Updates	-97% of students are vaccinated -Delays from EHS on positive exposure--Julie to check -Get COVID rapid tests for office? -Scheduling is hard and recommend <a href="#">Calendly</a>

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

**Break**

**Old Business**

<u>Topic</u>	<u>Notes</u>
Google Shared drive update	-Shared Google drive use discussion -Shared UW NetIDs not usable for shared Google drives -For research data back up options besides Google shared drive, please reach out to Scott

**New Business**

<u>Topic</u>	<u>Notes</u>
MHCID Director search discussion	-Two leadership roles open: Director and Associate Director -Discussion on HCDE hosting the Director/Assistant/Associate Teaching Professor and running search <b>Motion to host MHCID Director Search by Daniela, seconded by Tyler. Private vote link sent.</b>
Summer teaching policy	-Discussion on summer teaching policy -Will be sending summer course proposal soon <b>-Summer teaching policy was approved.</b>

**Motion to go into executive session by Daniela, seconded by David. Motion approved.**

<u>Topic</u>	<u>Notes</u>
LPTT	-discussion and private vote--Tabled

appointment	
Associate Teaching Professor reappointment	-discussion and private vote <b>Motion to approve reappointment by Beth, seconded by Jennifer.</b> <b>Private vote link sent.</b>

**Motion to adjourn by Beth, seconded by Tyler. Motion passed.**