

HCDE Faculty Meeting Minutes draft
October 5, 2022, 9:30-11:30 a.m.
Sieg 329 and <https://washington.zoom.us/j/99321153901>

Faculty present: Cindy Atman, Sarah Coppola, Brock Craft, Sayamindu Dasgupta, Andy Davidson, Kristin Dew, Leah Findlater, Tyler Fox, Sucheta Ghoshal, Mark Haselkorn, Gary Hsieh, Julie Kientz, Beth Kolko, Alan Marks, David McDonald, Sean Munson, Ana Pinto da Silva, Nadya Peek, Daniela Rosner, Kate Starbird, Jennifer Turns, Mark Zachry, Linda Wagner

Faculty Absent: Cecilia Aragon, Charlotte Lee, (sabbatical), David Ribes (sabbatical),

Others present: Laura Davis, Stacia Green, Joakim Karlsen, Summer Dela Cruz Parkes, Leah Pistorius

Reminders/Announcements (5 minutes)

- HCDE 547 Seminar, Mondays, 11:30am-12:20pm, Sieg 329
- HCDE Sustained Dialogue Autumn 2022 ([sign up by Friday](#))
- Reminder to log into MyGrad to keep active access
- Reminder about storage areas, front desk (Summer)
- MakeLab is open for business
- Conference room redo update for Sieg 420

Approval of Meeting Minutes and Updates - Standing Committees & Chairs

<u>Topic</u>	<u>Notes</u>
Approval of 6/7/2022 minutes	-Motion to approve 6/7/2022 faculty meeting minutes by Tyler, seconded by Daniela. 3 abstain. Motion approved.

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

<u>Topic</u>	<u>Notes</u>
BS Program update	-No update
MS Program update	-Thanks to Tyler for all of his work and a smooth transition. -Curriculum update.
PhD Program update	-70 current PhD students—all should have lab space -Kathleen on leave, Pat Reilly filling in, Alaina is peer advisor -Recruiting for research talks. Talk to Sean if interested

	<ul style="list-style-type: none"> -Application timeline coming soon -Prelims—schedule out this week -Workshop on how to mentor PhD students on Oct. 26 -PhDPC lighter agenda this year
Chair updates	<ul style="list-style-type: none"> -COVID rules the same as last spring. In person is the norm. -Possible reopening of UW Club -Hiring staff is difficult across campus -CoE faculty feedback survey -IEB groundbreaking -Cassady Glass Hastings was hired in CoE from Continuum College to support departments with professional degree programs -Update on ExComm retreat -Introduced new faculty: Ana Pinto da Silva and Alan Marks

Break

New Business

<u>Topic</u>	<u>Notes</u>
Meeting norms/ guidelines	<ul style="list-style-type: none"> -What should my volume be? Use captions in class to see if microphones are working. -Time limits for talking -Get committee proposals in earlier than day before meeting. -Template for pre reading with executive summary of 5 bullet points, tl/dr) -First 10 minutes of meeting is document read time.
Committee charges	<ul style="list-style-type: none"> -Discussion on committee meetings, assignments -Update PhD: Oversees curriculum, recruitment & admission process, support for PhD students, helps problem solve emergent issues. -Add everyone to their committee calendar invites.
Tenure Track Search	<ul style="list-style-type: none"> -CoE committee to search for tenure track line, one for 2023 and possible one for 2024 -Charging the committee to finalize ad

Motion to go into executive session by Nadya, seconded by Sayamindu.

Executive Session

<u>Topic</u>	<u>Desired Outcome</u>
Chair's Executive Committee	-Discussion and private vote

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