

HCDE Faculty Meeting Minutes draft
February 1, 2023, 9:30-11:30 a.m.
Sieg 329 and <https://washington.zoom.us/j/99321153901>

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

Faculty Absent: Mark Haselkorn, Charlotte Lee, (sabbatical), David Ribes (sabbatical),

Others present: Stacia Green, Caitie Lustig, Summer Dela Cruz Parkes, Leah Pistorius

Reminders/Announcements (5 minutes)

- HCDE 521 speaker series on Friday
- PhD Visit Days, March 2-3
- March 1 faculty meeting moving to March 8
- Save the dates:
 - May 12 Alumni BBQ
 - HCDE Capstone Showcase, May 31, 5-8pm, HUB Ballroom
 - HCDE Graduation, June 9, 10am-12pm, HUB Ballroom

Approval of Meeting Minutes and Updates - Standing Committees & Chairs

<u>Topic</u>	<u>Notes</u>
Approval of 01/11/2023 minutes	-Motion to approve 01/11/2023 faculty meeting minutes by Daniela, seconded by Sean. 15 approved, 3 abstain. Motion approved.

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

<u>Topic</u>	<u>Notes</u>
BS Program Update	-Investigating ways to support writing classes for students -BSPC working on the draft proposed changes to BS program
MS/UCD Program Update	-MS applications 1,000+ need help reviewing -Assessing changing the entrance rubric re: work experience -Alex doing Q&A -Hybrid work support–looking at ways to work with students/instructors

PhD Program Update	<ul style="list-style-type: none"> -Admissions draft employment letters are out, please let Sean know if you have edits -Visit Day planning March 2 and 3. Look for more information soon
Research	<ul style="list-style-type: none"> -Speaker: invite Natalie Oreskis, coordinated with CIP, spring maybe fall -Send ideas to committee -Discussed possible research coordinator for HCDE -Discussed research lunch get together for faculty
P&T Taskforce	<ul style="list-style-type: none"> -Reviewed current policies/faculty code, drafting new version to include scholarship info for teaching faculty. -CoE taskforce–new P&T policy taking to P&T council to review and adapt. -If adapted, HCDE to recraft HCDE guidelines -Discussion on granting teaching faculty tenure
Chair Updates	<ul style="list-style-type: none"> -Safe Campus discussions continue, met with Sally Clark. Feedback to Julie re: Safe Campus, emergency communications, etc. by mid-Feb. Safe Campus offers trainings (onboarding requirements–Stacia to check) -Codes to doors–please don't give faculty code to students -ExComm: ECE chip design -Google shared drives sticking around for now–looking at pricing structure -Still soliciting feedback on accessible teaching resources

Old Business

<u>Topic</u>	<u>Notes</u>
New TA Process	<p>-Old flow vs new flow–1) how to get best information re: TA assignments from students, 2) getting letters out earlier (before assignments). Joey helping how to get student input, piloting same process we do for faculty teaching preferences for PhD students. 31 PhD students looking for TA positions with only 23 open positions.</p>

New Business

<u>Topic</u>	<u>Notes</u>
Health and Safety update	-Please check out HCDE emergency preparedness intranet site: https://www.hcde.washington.edu/myhcde/safety -Every incident needs to be reported through OARS. -Sarah sending out survey for edits/updates to site: https://docs.google.com/forms/d/e/1FAIpQLSdRUG95J4nj4dbOjti9PwcAiCaRKGU8Dv0ku8EH0iwh9PqR-A/viewform -What are faculty responsibility for when teaching classes? Send out resources

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

Executive Session

<u>Topic</u>	<u>Desired Outcome</u>
Tenure Track search update	-Discussion on phone interviewees and potential in-person interviewees

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