HCDE Faculty Meeting Minutes draft
May 24, 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, Nadya Peek, Ana Pinto da Silva, Daniela Rosner, Kate Starbird, Jennifer Turns, Linda Wagner, Mark Zachry

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

Others present: Melissa Ewing, Summer Dela Cruz Parkes, Kathleen Rascon, Leah Pistorius

Reminders/Announcements (5 minutes)

- Summer plans reminder (Summer)
- UW Financial Transformation update (Summer)
- Save the dates:
    - HCDE EAB meeting, May 31, 8-1pm, HUB 340
    - HCDE Capstone Showcase, May 31, 5-8pm, HUB Ballroom (Melissa)
    - HCDE Graduation, June 9, 10am-12pm, HUB Ballroom–*There will be a steamer available a few days prior to graduation for you to steam your own regalia.*
    - HCDE Fall Retreat, Sept. 19 and 20, Alderbrook Resort, 10 E Alderbrook Dr, Union, WA 98592

Approval of Meeting Minutes and Updates - Standing Committees & Chairs

Topic	Notes
Approval of 04/19/2023 minutes	-Motion to approve 04/19/2023 faculty meeting minutes by Andy, seconded by Brock. **12 approve, 0 not approved, 1 abstain. Motion passed.**

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

Topic	Notes
BS Program Update	-Heard from 20 students who are transfers or interest changers, pulling some from wait list. -Preparing syllabi into curriculum management system to reflect course updates. -"Syllabus jam" to be scheduled.

MS/UCD Program Update	-Adding HCDE 524 programming concepts as a prerequisite for HCDE 539. -Developing capstone foundations course to support team formation and instructor/sponsor facilitation. -Revising certificate policy to account for students not finishing on time. -Good enrollment in summer courses.
PhD Program Update	-Finish annual review letters if needed. -PhD recognition ceremony June 9 at Burke museum after graduation. -Revising when students get official advisor: second year students who completed prelims in fall will be reviewed quarterly until they have an advisor.
MHCID update	-First GIX/MHCID/HCDE meeting of master's students at alumni house coming up. -10 year MHCID anniversary celebration at Zillow, open invite to all. -DEI curriculum audit over the summer.
Chair Updates	-Celebrated 5 CoE awards, thanks to contributions of awards committee. -Safety committee update: reviewing content on website for what to do in emergency. Shared code word to use in an emergency by calling the main office, call UW PD non-emergency line or 911 if no answer in main office. Scott prototyping internal text alert system.

Old Business

New Business

Topic	Notes
Student Graduation Awards	-Initially recommended to elect one PhD graduating student to receive an award of excellence, some strongly opposed. -If we need awards at all, some are OK with this. Others advocated how valuable the awards are. -PhD students at retreat are working on peer-selected awards for graduating students. **This year: recommended PhD awards for all grads, awarded at appreciation lunch, not graduation ceremony.** **Motion to approve by Julie, seconded by Daniela. 15 approve.** To award these at PhD reception ceremony: John Fowler - leadership Jenna Frens - academic excellence

	Raina Langevin - Innovation Calvin Liang - DEI Kenya Meija - *mentorship OR Teaching? decision for PhD committee* -Requesting to change graduation award system going forward, difficult to make decisions with no criteria for nominations. -Revisit next year to ensure awards have meaning, and so faculty on awards committee don't have conflicts.
Consolidation of department committees	-Miro board consolidated input from faculty committee preferences form. --Goal for larger consolidated committees that can deligate smaller projects to committee members. Faculty asked to update their committee preferences for 2023-2024.
Updated Promotion and Tenure policy	-Reviewed and edited updated policy. -Committee will refine and ask faculty to comment before next faculty meeting to review next draft. -Suggestion to change name to guideline, not policy. -More holistic feedback can be included in chair's letter to account for bias in policies.
New course HCDE 554 - Engineering as Research and Inquiry	-Propose new course Engineering as Research Inquiry. Hope to offer in alternating years with Design as Research Inquiry. -Question on renaming so the names aren't parallel if it confuses the domains, committee will consider name. **Motion to vote by committee. 16 yes, 0 no, 0 abstain. Motion approved.**

Motion to go into executive session by Julie, seconded by Andy.

Executive Session

Topic	Desired Outcome
New Affiliate faculty	-discussion and private vote
Emeritus Associate Teaching Professor	-discussion and private vote

Motion to adjourn by xxx, seconded by xxx. Motion approved.