

**HCDE Faculty Meeting Minutes**

**February 7, 2024, 9:30-11:30 a.m.**

**HUB 332 and <https://washington.zoom.us/j/96499007000>**

Faculty present: Arpita, Cindy Atman, Katya Cherukumilli, Sarah Coppola, Brock Craft, Sayamindu Dasgupta, Leah Findlater, Sucheta Ghoshal, Gary Hsieh, Julie Kientz, Beth Kolko, Charlotte Lee, Alan Marks, David McDonald, Sean Munson, Nadya Peek, Ana Pinto da Silva, David Ribes, Daniela Rosner, Kate Starbird, Jennifer Turns, Mark Zachry

Faculty Absent: Cecilia Aragon, Tyler Fox (sabbatical), Mark Haselkorn, Linda Wagner,

Others present: Melissa Ewing, Stacia Green, Furen Lin, Meghan Oxley, Summer Dela Cruz Parkes, Kathleen Rascon

Reminders/Announcements (5 minutes)

- UX Speaker Series, Thursdays at 4pm, Gowen Hall
- HCDE Community Research Presentations at Halcyon Brewing, [8564 Greenwood Ave N](#), mingling 6-6:45pm, talks 7-8pm
  - Monday, February 26, Gary Hsieh & Charlotte Lee: How Everyone Can Learn from Science
  - Monday, March 25, Daniela Rosner & Julie Kientz: The promise and pitfalls of centering equity in platform design
  - Monday, April 22, Katya Cherukumilli, David Ribes, & Shana Hirsch: Ecological sustainability, science, and cultural change
- HCDE Distinguished Lecture & Reception: Yoel Roth, May 6, 4-6pm, HUB 332
- Save the date:
  - PhD Visit Days March 7&8, 2024
  - [Alumni BBQ](#), Thursday, May 16, 5-7pm, Ravenna Brewing
  - Capstone, May 31, 2024, 3-6pm, HUB Ballroom
  - Graduation, June 7, 2024, 10am-12pm, HUB Ballroom
  - PhD Recognition Celebration following HCDE Graduation at the Burke Museum.
- Updates on projects, grants, classes, research

Approval of Meeting Minutes and Updates - Standing Committees & Chairs

| <u>Topic</u>                  | <u>Notes</u>   |
|-------------------------------|--|
| Approval of 1/10/2024 minutes | -Motion to approve 1/10/20243 faculty meeting minutes with one change by Nadya, seconded by Brock with change. <b>Motion by approved. 16 approve, 2 abstain, 0 not approve</b> |

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

| <u>Topic</u>          | <u>Notes</u>   |
|-----------------------|--|
| BS Program Update     | <ul style="list-style-type: none"> <li>-ABET update, Dean’s memo moving ahead</li> <li>-Working on how to address industry capstone</li> <li>-DRG if teaching 17 UG need experiential learning credits. Please let us know if doing a Spring DRG asap.</li> <li>-Registration starts Friday</li> </ul>   |
| MS/UCD Program Update | <ul style="list-style-type: none"> <li>-Admissions reviews</li> <li>-UCD will be under different paradigm</li> </ul>   |
| PhD Program Update    | <ul style="list-style-type: none"> <li>-Admissions update</li> <li>-Some students have not declared an advisor and need to do this soon</li> <li>-Guidance on probation and the funding guarantee</li> <li>&lt;&lt;<a href="#">link to document</a>&gt;&gt;</li> </ul>   |
| MHCID update          | <ul style="list-style-type: none"> <li>-Starting admissions</li> <li>-Working on DUB</li> <li>-Hackathon was a success</li> <li>-AI/equity event at MoHI,</li> <li>-AI/equity event at Seattle Center</li> </ul>   |
| Chair Updates         | <ul style="list-style-type: none"> <li>-2024/2025 teaching assignments are out. Please let Julie or Jennifer know by Feb. 26 if issues/questions. If requested buyout, once Laura confirms then adjustments will be made.</li> <li>-Update on stackable masters</li> <li>-Faculty writing retreat at writing center in Friday Harbor. Let Julie know if you’d like to organize a retreat. (Check on visa implications for workstation.)</li> <li>-New provost asking every dept to have a faculty workload policy. Julie and Alberto working on a CoE template.</li> <li>-Office of Exclusive Excellence fellowship—let Julie know if interested.</li> </ul> |

**Old Business**

| <u>Topic</u>             | <u>Notes</u>   |
|--------------------------|--|
| Faculty Leave Guidelines | <ul style="list-style-type: none"> <li>-Discuss faculty leave guidelines. Add language about if leave needs to be stopped and also partial leave. <b>Approved. 12 approve, 2 abstain, 1 not approve.</b></li> <li>&lt;&lt;<a href="#">link to document</a>&gt;&gt;</li> <li>&lt;&lt;<a href="#">vote link</a>&gt;&gt;</li> </ul> |

|                                     |   |
|-------------------------------------|---|
| ABET status                         | <ul style="list-style-type: none"> <li>-Update on progress</li> <li>-Defines process on improving UG program and external validation</li> <li>-Hiring MS student to help with process</li> <li>-Reviewed timeline</li> <li>-If teach UG classes, please help with interviews, class information, defining data collection points–will need assignments, other materials</li> <li>-Ongoing: will work on shortcomings in curriculum</li> <li>-Please let Brock know if you have questions</li> </ul> |
| Research Assistant Professor search | <ul style="list-style-type: none"> <li>-Review applications, have one that was very strong</li> <li>-Share materials when available</li> </ul>  |
| Teaching track search               | <ul style="list-style-type: none"> <li>-Please send link to your networks</li> <li>-Looking for a PhD student for committee</li> <li>-Setting up rubrics</li> <li>-Reviews start Feb. 26</li> </ul>   |

### New Business

| <u>Notes</u>            |   |
|-------------------------|---|
| Research Committee      | <ul style="list-style-type: none"> <li>-Update on dept facilities, equipment &amp; other resources</li> <li>-Distinguished speaker update</li> <li>-Potential senior research development officer hire–still working on it</li> <li>-Please make comments on document. Will continue discussion next meeting.</li> <li>-Check on CoE library guidelines</li> </ul>                              |
| Merit Review guidelines | -Discuss Merit Review guideline updates. <b>Approved. 19 approved, 0 abstain, 0 not approve</b>   |
| PhD program changes     | <p>Discussion on advising deadline<br/> <a href="#">&lt;&lt;link to document&gt;&gt;</a></p> <ul style="list-style-type: none"> <li>-Discuss changes to Prelims in first year if ready and reviewing. Move to two reviewers. Add masters pass.</li> </ul> <p><a href="#">&lt;&lt;link to document&gt;&gt;</a><br/> <b>Both changes were approved. 17 approved, 2 abstain, 0 not approve</b></p> |

**Executive session. Motion to go to executive session Nadya, seconded by Mark Z. Motion approved.**

| <u>Topic</u>                    | <u>Desired Outcome</u>       |
|---------------------------------|------------------------------|
| TT Search                       | -Update                      |
| New Adjunct Assistant Professor | -Discussion and private vote |

**Motion to go adjourn by Nadya, seconded by Beth. Motion approved.**