HCDE Faculty Meeting Minutes
November 20, 2024
HUB 334 and Zoom: https://washington.zoom.us/j/93984963412

Faculty present: Arpita, Cindy Atman, Katya Cherukumilli, Brock Craft, Sayamindu Dasgupta, Leah Findlater, Tyler Fox, Shana Hirsch, Gary Hsieh, Cayla Key, Julie Kientz, Beth Kolko, Alan Marks, David McDonald, Sean Munson, Nadya Peek, Ana Pinto da Silva, David Ribes, Daniela Rosner, Kate Starbird, Jennifer Turns, Linda Wagner, Mark Zachry

Faculty Absent: Cecilia Aragon (on leave), Sarah Coppola (on leave), Sucheta Ghoshal, Mark Haselkorn, Charlotte Lee

Others present: Stacia Green, Leah Pistorius, Kathleen Rascon, Crystal Welliver, Liz Young

Reminders/Announcements (5 minutes)
- Save the date:
  - HCDE Holiday Party, Dec. 6, 5-8pm, Ravenna Brewing, 5408 26th Ave NE, Seattle
  - EAB online virtual meeting, Jan. 13, 8am-1pm
  - PhD Admissions, Jan. 29, 2025, 9:30-11:30am
  - PhD Visit Days, March 6-7, 2025
  - PhD Review, May 9, 2025, 9-1pm
  - Merit Review, May 16, 9-1pm
  - EAB Spring in-person meeting, June 2, 9am-2pm
  - Capstone, Monday, June 2, 2025, 3-7pm, HUB Ballroom
  - Graduation, Wed, June 11, 2025, 6-8pm, HUB Ballroom
- AI Task Force Town Halls:
  - Dec. 2
  - Dec. 10
  - Dec. 18
- HCDE Research Cluster discussion lunches (Research Committee):
  - Dec. 4, HUB 334 right after faculty meeting
  - *Winter quarter:*   *Spring Quarter:*

Winter quarter:	Spring Quarter:
Jan. 22	Apr. 16
Feb. 5	Apr. 30
Feb. 19	May 14
Mar. 5	May 28
Mar. 12	

- [HCDE Research Speaker Series](#), Thursdays, 4:30-5:20pm, Johnson Hall 102
- [Peer teaching evaluations](#) for AY 2024-2025
- Updates on projects, grants, classes, researchMHCID ideation showcase

Approval of Meeting Minutes and Updates - Standing Committees & Chairs

Topic	Notes
Approval of 10/30/2024 minutes	-Motion to approve 10/30/2024 faculty meeting minutes by Mark Z, seconded by Kate. **Motion approved. 17 yes, 0 no, 2 abstain.**

Topic	Notes
BS Program Update	-26 students still need experiential learning credits. Please open up DRGs to UG and try not to schedule W 2:30-4:20pm W20205 and M/W 2:30-4:20pm SP2025 -Running out of room in schedule. 2025-2026 year will have two classes starting at 8:30am. -ABET subcommittee. Will be asking for assignments showing one of the 7 outcomes.
MS/UCD Program Update	-On track for admissions and reviewing. PhD students will do some screening.
PhD Program Update	-Prelims last Friday and this Friday. If you are a reviewer, please attend. Please try and get reviews done within 2 weeks and hand in by 12/2 -Admissions reviewed by 12/6. If you are recruiting, expect a handful to review. Start collecting calendar info for January. Dion is onboard to do this process. -More fee waivers being asked for this cycle.
Partner program updates	-First GIX gen AI professional learning program and was great! Reach out to Linda for more info. -MHCI+D: 6 different strategic initiatives–last stages of that process. Invited by Grad School about where administrative home should be. Heading into 10-year review. Examining AI initiative–on how to use to streamline. Will be moving later this year.

Chair Updates	-Hazing training—please make sure to do the training soon. -Shared take-aways from accessibility in teaching task force. Need more information on standards. Have a consultant come in to help train? UW IT accessibility resources: https://www.washington.edu/accesstech/people/ats/. What does it mean for student workload? (Richard Ladner's blog post: https://cra.org/crn/2024/08/new-ada-title-ii-rule-on-accessibility-impacts-computing-departments/ -Recommended book: 10 to 25 by David Yeager

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

Old Business

Topic	Desired Outcome
AI Certificate Planning Committee	-Update from Tyler

New Business

Topic	Desired Outcome
PhD Admission Constraints on TA quarters	-If you want to admit a student but don't have funding, please reach out to Sean/Kathleen. -Adding constraints depending on funding situation. -Sean's shared Google doc -Discussion on funding gap
2025-26 teaching assignment process	-Which courses, when, where, who for 2025-2026 -Fall 2025 schedule needs to be turned in end of Dec. -Email sent this morning. This is just for planning purposes. -In process of updating buy-out policy. Let Julie know if you plan to buy-out as soon as you know.
HCDE Research Cluster discussion lunches	-What would be useful and valuable? -Lightning talks by research area/ -Current research clusters

Executive session. Motion to go to executive session Tyler, seconded by Jennifer. Motion approved.

Topic	Desired Outcome
Professor of Practice	-Discussion
New Affiliate faculty	-Discussion and private votes

Motion to adjourn by Beth, seconded by Kate and everyone left. Motion approved.