

HCDE Faculty Meeting Minutes

October 30, 2024

Alumni House and Zoom: <https://washington.zoom.us/j/93984963412>

Faculty present: Arpita, Brock Craft, Sayamindu Dasgupta, Tyler Fox, Shana Hirsch, Gary Hsieh, Cayla Key, Julie Kientz, Charlotte Lee, Alan Marks, 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), Cindy Atman, Katya Cherukumilli, Sarah Coppola (on leave), Leah Findlater, Sucheta Ghoshal, Mark Haselkorn, Beth Kolko, David McDonald

Others present: Matthew Bietz, Melissa Ewing, Stacia Green, Summer Dela Cruz Parkes, Kathleen Rascon, Crystal Welliver

Reminders/Announcements (5 minutes)

- Save the date:
 - HCDE Design Jam for Accessibility, Friday, Nov. 15, 9:30-5pm, Sieg 329
 - PhD Admissions, Jan. 29, 2025, 9:30-11:30am
 - PhD Visit Days, March 6-7, 2025
 - Capstone, Monday, June 2, 2025, 3-7pm, HUB Ballroom
 - Graduation, Wed, June 11, 2025, 6-8pm, HUB Ballroom
 - MHCI+D Graduation, Aug. 15, Intellectual House
- October 27 to November 9. Visiting Scholar from UC Irvine: Matthew Bietz
<https://www.matthewbietz.org/>
- [AI Task Force Town Halls](#):
 - Oct. 30
 - Nov. 5
 - Nov. 19
 - Dec. 2
 - Dec. 10
 - Dec. 18
- [HCDE Research Speaker Series](#), Thursdays, 4:30-5:20pm, Johnson Hall 102
- [Peer teaching evaluations](#) for AY 2024-2025
- Updates on projects, grants, classes, research
 - Faculty senate update on review

Approval of Meeting Minutes and Updates - Standing Committees & Chairs

<u>Topic</u>	<u>Notes</u>
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Approval of 10/2/2024 minutes	-Motion to approve 10/2/2024 faculty meeting minutes by Tyler, seconded by Ana. Motion passes. 17 yes, 0 no, 2 abstain.
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<u>Topic</u>	<u>Notes</u>
BS Program Update	-Setting up sub committees -ABET committee set up for Criterion 4 -Working on CEP items
MS/UCD Program Update	-Combining
PhD Program Update	-Admissions season is coming soon. Update spreadsheet if recruiting or not. -TA vs RA funding. Reach out to Sean and Kathleen about those -Early January for interview dates -Prelims are coming up. Sign up to review students if you can -RA appts for winter–please respond to HCDEpayme as soon as you can
Partner program updates	-MHCI+D/Ana–thanks for coming to the Alumni house. -MOU getting done -Preparing for 10-year program review -Relaunching website -Moving space, will have collaborative space -GIX-launching a new program with Foster
Chair Updates	-DUB community engagement Day–Sucheta organized -Google funding community engagement computing funding grants for students -Outside work reminder: https://www.washington.edu/research/compliance/outside-professional-work-for-compensation-form-1460/ -Digital accessibility. ADA coordinator session on Nov 4 -Postdocs going hourly from salary, Jan 1. Julie will confirm -Reminder to do your hazing training

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

Old Business

<u>Topic</u>	<u>Desired Outcome</u>

Teaching Track search	-Received hiring plan Aug. 18 but needed to be updated with Assistant/Associate Teaching Professor. Still waiting for approval. -Delay search
Professor of Practice in HCDE	-Tabled for future meeting

New Business

<u>Topic</u>	<u>Desired Outcome</u>
Identifying which students need TA funding for winter (and the general process)	<ul style="list-style-type: none"> -There are specific timeline/guidelines we have to follow. -If you don't have funding for an RA, check with Kathleen first -Communicating with HCDEpayme -Please respond to Jennifer/HCEpayme in a timely manner -Not all students are TA eligible -Nov 8 is deadline for winter
AI Certificate Planning Committee	<ul style="list-style-type: none"> -Microsoft funding received to invest in AI curriculum for potential certificate program -Looking for anyone to join task for to update and design new courses -Work with other units, leveraging what we develop -Please take short survey if interested
Faculty engagement: committees, voting	<ul style="list-style-type: none"> -Reminder to vote -Committees can meet when you want -If you need, try sub-committees
What questions do you have about working with TAs?	<ul style="list-style-type: none"> -How to make working with TAs smoother -If not getting TA support, what can you do? Developing website to help with these questions -Create departmental "contract" with TA -New work planning document available -TA self-evaluation-Jennifer to share more -Initial TA training and what that looks like

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

<u>Topic</u>	<u>Desired Outcome</u>
New Graduate faculty	-Discussion and private votes

New Graduate faculty endorsement	-Discussion and private votes
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Motion to adjourn by Beth, seconded by Brock and everyone left. Motion approved.