

HCIM Program Committee Meeting for January

January 26, 2018
10:00 AM – 11:30 AM
HBK4115

Meeting called by: Niklas Elmqvist **Type of meeting:** Monthly Committee Meeting

Facilitator: Niklas Elmqvist **Note taker:** Lacey Arevalo Sabado

Timekeeper: Carol Boston

Attendees: Niklas Elmqvist, Lindsay Sarin, Eun Kyong Choe, Bill Kules, Jeff Waters, Christopher Robeck, Tamara Clegg

Please read: Agenda and related documents [here](#)

Please bring: None

Minutes of the Meeting:

Agenda item: Update: HCIM Admissions **Presenter:** Jeff Waters

Discussion:

Current Application Numbers: 50++ submitted; 221 in progress
Last Year's Numbers: 141 submitted applicants and only admitted 27 (19% acceptance)
Jeff to send statistics last year of hell yes, no, maybe etc.
Date of Review: First pass the week of February 19th. (2 sessions)
Student Decision: April 15th (give them 1 months' notice to decide)
Student Panel Forum after decisions are sent (c/o Carol and Lacey)
All Reviewers need to learn the applications system before deadline – Jeff

Conclusions:

2 sessions on the week of February 19th to finish application review
Reviewers: Niklas, Bill, Carol, Eun Kyoung, David, Jeff, Tammy

Categories	Faculty Responsible
HELL YES	Niklas, Carol
YES	Niklas, Carol
MAYBE	Bill, David, Eun Kyoung
NO	Tammy

Target to accept: a class of 30 students

Action items	Person responsible	Deadline
✓ Send statistics of the yes, no, maybe piles to the committee	Jeff Waters	February 16
✓ Schedule 2 sessions on February 19 th week (send doodle poll)	Jeff Waters	February 16

Agenda item: Policy Discussion/Updates **Presenter:** Jeff Waters

Discussion:

GRE for international students

Do we provide exemptions to international students?
Niklas: GRE is not critical to the program
Right now, use GPA as the quantitative instead of GRE
Re-discuss policy for next year

400-level courses for master's students

This is about Graduate Students taking undergraduate degrees. There has been confusion on the policy. When advising, emphasize that units is different from credits – Graduate courses has higher credits vs Undergraduate courses. They should be aware that they want to take undergraduate courses if they should have at least 48 units.

Conclusions:

- 2 Graduate Courses, 1 Undergraduate course is considered full time
- Always need Instructor Permission, Permission from iSchool before enrolling

Action items	Person responsible	Deadline
Agenda item: Update: HCIM Program Research	Presenter: Bill Kules	

Discussion:

HCI master's Alumni interviews are done.
Affinity Diagrams were done and sorted. Currently being encoded to the database by Lacey.
Allocate time in Feb, March (half a day) – set vision for where the program needs to go in the next 2 to 5 years – retreat as a committee
Investment is needed → compelling vision, all faculty needs to be engaged
Lindsay: faculty buy in → evening classes can be a difficulty for faculty (if trying to get professionals to join the program)

Conclusions:

Comparative Analysis - DONE
Faculty Listening Sessions - DONE
Current Student Survey - DONE
Alumni Interviews – DONE
Retreat to be held to use all research key findings for the HCIM visioning

Action items	Person responsible	Deadline
✓ Schedule the retreat	Carol Boston	February 19

Agenda item: Curriculum and Courses **Presenter:** Carol Boston

Discussions:

HCIM Curriculum Architecture - [document](#)
Niklas: "Where does my course fit in to this?"
Involves Core Courses only currently
Document created by Niklas for faculty to understand "Big Picture"

Review of 1-credit HCIM professional preparation course (vote) (Niklas Elmqvist)
[Course proposal](#) + [syllabus](#) ([Google Doc](#))

Review of 1-credit HCIM skill course (vote) (Niklas Elmqvist)

[Course proposal](#) + [syllabus](#) ([Google Doc](#))

Conclusions:

1-credit HCIM professional preparation course – APPROVED 7 VOTES

1-credit HCIM professional preparation course – APPROVED 7 VOTES

Both need minor modifications with the document (work with Lindsay)

Action items	Person responsible	Deadline
✓ Modifications for 1-credit courses	Niklas Elmqvist & Bill Kules	February 19

Agenda item: Wish List: Design Studio Space in Facilities Plan **Presenter:** Eun Kyoung Choe

Discussions:

Eun Kyoung is a Member of Facility Committee (Classroom and Collaboration Space)

Collaboration Spaces for HCI Students

Currently there is difficulty to persuade the committee the needs of design studio space

Recommendations needed for Short Term and Long Term (move to AV Williams)

What we need?

Moving Walls – Long Term

White Board Walls – Long Term

More White Boards

Storage (to be able to lock)

Conclusions:

Have a list of design courses to show the committee to reinforce the need for more design studio space

Can redesign 2119 –talk to Dave Baugh

Eun Kyoung will send a short survey to faculty to know what they need

Action items	Person responsible	Deadline
✓ Send short survey	Eun Kyoung Choe	

Agenda item: Update: Student Events Planned for early Spring semester **Presenter:** Carol Boston

Discussions:

Information Session for Prospective Students (Niklas Elmqvist/Carol Boston)

Email to those in the “waiting room” about the information session

2 sessions in January

Internship/Capstone/Thesis Orientation for First-Years in mid-February (Carol Boston/Lacey Sabado)

Resume Review (heard during BBL by Carol)

Bill to discuss thesis vs capstone

For those doing thesis need to raise their hands by April (plan to talk to faculty and find a sponsor)

Seminar series (Carol Boston/Lacey Sabado)

Dry run this spring (3 speakers confirmed)

Have post talk surveys

Eun Kyoung to connect people from the industry

Action items	Person responsible	Deadline
Agenda item: Update: Working Groups	Presenter:	Niklas Elmqvist

Discussions:

Update: Professional Preparation Course Working Group (Niklas Elmqvist)
 Update and charge for Spring 2018
 (Voted, Spring Talks as Dry Run)

Update: Electives Working Group (Niklas Elmqvist)
 Visual Design – 728 (Special Talks) Identify faculties

New subgroup: INST 632 redesign (Design Studio)
 Forming group (members): Eun Kyoung and Bill
 631 – Changes will be proposed
 632 – Design Studio → This Spring to redesign (to be taught next Spring)
 New UX Research Methods → Available for Fall

Action items	Person responsible	Deadline
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Other Agenda Items

Special notes:

iSchool current student survey to be deployed on 2nd week of February. It emphasizes on instruction, administrative and progressing in their degrees. This is for the use of program coordinators, academic advisors etc.
 Bill: continue current student survey (Every September) and have admin survey separately.