**HCIM Program Committee Meeting**

**December 15, 2017**

**11:00 AM – 12:30 PM**

**HBK 4115**

**for December 2017**

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| **Meeting called by:** | Niklas Elmqvist |
| **Facilitator:** | Niklas Elmqvst |
| **Timekeeper:** | Niklas Elmqvst |

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| **Type of meeting:** | Monthly Committee Meeting |
| **Note taker:** | Carol Boston (HCIM Coordinator-to-be) |

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| **Attendees:** | Niklas Elmqvist, Christopher Robeck, Tamara Clegg, Carol Boston, Jeff Waters, Bill Kules, Lindsay Sarin, Timothy Richards |
| **Please read:** | Agenda and related documents [here](https://docs.google.com/document/d/1tGKuH_5GNFIWCBhlPCzTkhfwf1dBpnDINIfhLbglP0M/edit) |
| **Please bring:** | None |

# *Minutes of the Meeting*

**Agenda item:** New HCIM Coordinator **Presenter:** Niklas Elmqvst

**Discussion:** Welcome, Carol, who will begin in the half-time, student-facing position starting January 2. She is herself a graduate of the HCIM program, worked previously on database design, training, and usability issues for government contractors, and has served on the HCIM Program Committee.

Niklas and Bill are exploring options for hiring another .5 FTE person who will assist with HCIM Capstones and work on establishing industry partners.

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

**Discussion:**

* Currently 17 submitted apps (compared to 8 last year at this time)
* 121 apps in progress (102 last year at this time)
* Expect to see some holiday submissions, then a huge spike in completed apps closer to the deadline in February; may be 20% more than last year
* Last year, 90 students were admitted to achieve desired class of 30 (27 actually enrolled)
* Bill: 30 is a healthy enrollment and keeps us at 1 section
* Jeff: Could maintain a waitlist as we did last year to draw on as some candidates decide to go elsewhere
* Niklas: For 2018 admissions, let’s be sure to consider design sense of portfolios and nontraditional candidates who could be successful here

**Action items Person responsible Deadline**

* Add reviewer comments field to admissions spreadsheet Jeff 1/26
* Circulate application workflow Jeff 1/24

**Agenda item:** Capstone Class (INST 775/776) Update **Presenter:** Bill Kules

**Discussion:**

* Bill and Karen Holzblatt are currently providing coaching for Capstones.
* Assumption for future years is that three-quarters of cohort (24/30) will enroll in Capstones, so they will be grouped into 6 teams of 4 students.
* Need an instructor of note plus an additional person to provide critique and support.

**Agenda item:**  Course Proposals and Curriculum Revisions **Presenter:** Niklas Elmqvst & Bill Kules

**Discussion:**

* Bill: *INST XXX: User Experience Research Methods*: See [Course proposal](https://drive.google.com/open?id=1Xa7uYOULLEJ1RuwN8dL0SHsERysqgVFS) and sample [syllabus](https://drive.google.com/open?id=1G27804Jp3QtJYMOXWqTd6qVk1mJzgxq1)
* This is a revised draft for a new User Experience Research Methods course that will focus on HCIM Research methods. It will replace INST 701: Research Methods. This draft has Learning Outcomes. **APPROVED—4 votes (Bill, Timothy, Tammy, Niklas)**
* Per 631 Working Group, *INST 631 HCI Fundamentals* will now incorporate cognitive models and more quantitative methods (survey and questionnaire design). Some things formerly taught in INST 701: Research Methods will be moved into INST 631, but since it is only a syllabus change, it does not have to go to Grad School.
	+ Expected schedule for Fall 2018 for full-time first-year student will be: INST 630: Intro to Programming, INST 631: Intro to HCI, and INST XXX: User Experience Research Methods.
	+ In Spring 2019, students will take *Design Studio*. This will flow from INST 631 but will no longer be called INST 632. It will include focus groups and other more qualitative methods.
* Niklas: *1-credit professional/skills electives* to give students more experience with specific tools and prepare them for the workplace (e.g., 1-credit course in Adobe Creative Suite)

Presented for review (no vote): HCIM professional preparation: [Course proposal](https://drive.google.com/open?id=1dA6UbFXdxM96sxM_GBk8Wryj2t4fFEyM) + [syllabus](https://drive.google.com/open?id=1uAz7hCDdgk3lBZTQXnOH1I9w_T3GLds9) ([Google Doc](https://docs.google.com/document/d/1CoZgQp6x3JHHG333gQNjv6DdMPClsTs4GY7C9u7pFME/edit))

Presented for review (no vote) HCIM skill course: [Course proposal](https://drive.google.com/open?id=1PUFMpgJ5pQzebDDGBVb6VsG53k7W6fev) + [syllabus](https://drive.google.com/open?id=1IEFqa-VT_ACMiCFGj8o-lz7Zl5aVLjGE) ([Google Doc](https://docs.google.com/document/d/1R6ZS1vf96K7TBv2z_tU759GRqCyPd20Iw0xHrVDu8sc/edit?usp=sharing))

Votes planned for January or February.

* Students could eventually be allowed to replace up to two electives with 6 of these professional or skill-building 1-credit courses.
* Niklas will do a soft launch in spring by offering informal biweekly sessions open to all HCIM students. Maybe a Monday night seminar series 5 to 8 times in the semester from 5 to 5:50 p.m., with light refreshments at 4:45 p.m.
* Professional preparation course has outcomes broadly related to professional skills that will change from semester to semester (e.g., preparing portfolios, applying for jobs). Lindsay suggests that the course proposals provide a little more specificity, such as an example of a learning outcome, and that the Committee figure out what will be repeatedly assessed each semester: project or paper? Reflections? Look at LBSC 707: Field Study in Information Service, which organizes this as getting a job, maintaining a job, growing in a career; has assignments such as, *write a cover letter for a job you are interested in*, and includes reflection and a final project. Tim suggests calling these “applied skills” rather than “practical skills.” Bill suggests routing suggested list to Karen too.
* Bill: Based on HCIM survey results, we also need a course in Visual Design or Interaction and Visual Design for the second semester of Year 1. Niklas: Challenging, because we don’t currently have an instructor, but perhaps there could be an instructor of record bringing people in? Chris noted that in his review of other programs, Visual Design was either a requirement for all or a consistently available elective associated with certain tracks. Lindsay: it’s good to have approved electives for the major because they get coded into uAchieve and Grad School for graduation audit.
* Niklas: He, Chris, and David (Electives Working Group) were unable to find meeting time to talk about electives, so discussion is postponed.

**Conclusions:**

Lindsay advised on curriculum change process necessary to be ready for Fall 2018: both the UXRM and Design Studio courses will need to be approved by Grad School. This means a formal review through HCIM/PCC/Grad School. Proposals need to be ready by March 7, 2018 for iSchool, then leave the College for the Grad School by end of March. Lindsay also recommends adding the two 1-credit skills courses in with this submission so they can be automated for the graduate audit: they can be in progress rather than finished.

We’ll also need a course proposal change for INST 775: Capstone that lists the new prerequisites.

Best to put forward all these changes together.

**Action items Person responsible Deadline**

* Invite suggestions for professional skills and applied topics Niklas 1/19
* Request LBSC 707 syllabus, course proposal Carol 1/19
* Work on curriculum changes for Grad School Bill, Niklas, Lindsay/Emily late March
* Put in book order for new UX research methods class Bill Spring

**Agenda item:** HCIM Student Survey **Presenter:** Bill Kules

**Discussion:**

Lacey ran an HCIM student survey and got a 70% response rate. Bill has circulated her report (and will forward to Carol). Will ask Lacey to disaggregate 1st and 2nd year results.

Highlights of results:

* Courses and facilities are generally good.
* Students need more help from instructors to create high-quality portfolios. Since some students are already applying for summer internships by fall of first year, what can be done about timing?
* Areas of program concern are consistent with interview data and program comparison study:
	+ Need much stronger emphasis on visual design and system/product structure (how do you think about structuring systems so they hang together—not just wireframing, but what is the underlying logic that ties the whole thing together? Both Karen and Bill find this a necessity to help students move from scenarios to the architecture of production. Systems thinking should emphasize organizations, processes, business operations. Would encompass and go beyond interaction design).
	+ Would like courses in coding concepts, interaction design/development, AI/machine learning, mobile app development.
	+ What is the value of the internship course vs. the internship itself?
* Chris suggested that there should be two representatives on the HCIM Committee--one domestic and one international\*—since their needs and perspectives might well be different. (\*Lacey may function informally in this capacity for now)

**Conclusions:**

* Emily Daquisto has been hired by the college to take on the educational coordinating role and will head up surveys. It would be good to add these questions to the alum surveys every year and get data back from students once they are out in the field.

**Action items Person responsible Deadline**

* Disaggregate 1st and 2nd year survey results Lacey 1/26
* Look at related questions on alum survey Carol 2/1
* Think about adding int’l rep to committee Niklas Spring?

**Agenda item:** iSchool Symposium (May 1) **Presenter:** Lindsay Sarin

**Discussion:**

This year, the iSchool Experiential Learning Expo and the research showcase for PhD students will be combined into a day-long iSchool Symposium on May 1. There will be poster sessions in the morning and panels and Ted-talk like activities in the afternoon. All programs are expected to participate at some level.

PhD students may do presentation or posters; MIM students have required posters; MLS students are encouraged to do posters, but may do presentations. What would HCIM students like to do?

Bill asked whether this would be more useful to 1st or 2nd year students (and possibly to accepted students who would see what the program is like). He reported that the Capstone class was taking hours of student time in preparing for client presentations so he wasn’t inclined to ask them to do posters. Chris wondered about whether the activity could be made useful for portfolios. Carol wondered if students could turn it into a reflective opportunity to walk through their portfolios: what they created, how it demonstrates their new knowledge and skills—perhaps in preparation for job interviews.

**Conclusions:** HCIM program will be represented. Will discuss specifics again at future meeting.

**Action items Person responsible Deadline**

* Put on future agenda Niklas Feb mtg?

# *Other Notes AND REMINDERS*

**Next Meeting:** Friday, January 26, 2018 from **10 a.m.** to 11:30. Note earlier start.