

# HCIM Program Committee Meeting for February

February 16, 2018  
10:00 AM – 11:30 AM  
HBK4115

---

<b>Meeting called by:</b>	Niklas Elmqvist	<b>Type of meeting:</b>	Monthly Committee Meeting
<b>Facilitator:</b>	Niklas Elmqvist	<b>Note taker:</b>	Lacey Arevalo Sabado
<b>Timekeeper:</b>	Carol Boston		
<b>Attendees:</b>	Niklas Elmqvist (2/2), Carol Boston (2/2), Jeff Waters (2/2), Bill Kules(2/2), Lacey Sabado (2/2),		
<b>Please read:</b>	Agenda and related documents <a href="#">here</a>		
<b>Please bring:</b>	None		

---

## *Minutes of the Meeting:*

---

<b>Agenda item:</b>	Update: HCIM Admissions	<b>Presenter:</b>	Jeff Waters
---------------------	-------------------------	-------------------	-------------

### **Discussion:**

- ✓ Current Application Numbers: **298 submitted (+63% from last year)** before the deadline (Feb 15<sup>th</sup>)
- ✓ Last year's Numbers: 183 submitted, 90 admitted, 27 confirmed for admission
- ✓ Demographics of applications this year:
  - 89 from the US
  - 79 from India
  - 74 from China
  - 42 from Taiwan
  - The rest from other countries.
- ✓ Gender of Applicants: 202 Female (68%), 96 Male (32%)
- ✓ We will have a waitlist like last year and accept on a rolling basis (from the HCIM Admissions Committee)
- ✓ HCIM received the most applications in iSchool (MLIS has 209, MIM 172)
- ✓ First Round is currently on-going. (1 week given as leeway of missing pieces (LORs, GRE, TOEFL)
- ✓ Workflow: Start on the week of 26<sup>th</sup>. Goal is to have time to look at people in their bundle prior to the meeting. Who they have questions about and who they want to "fight" for
- ✓ Hobsons Faculty Reviewer Guide given by Jeff but he is willing to sit for half an hour with reviewers if needed
- ✓ Admissions Committee should give 1 week allowance for the graduate school
- ✓ Target to release decisions by mid-march
- ✓ Student Decision: April 15<sup>th</sup> (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 26<sup>th</sup> 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
✓ Finish 2 admission sessions	Jeff Waters	March 16
✓ Send personalized letters to top applicants	Niklas Elmqvist	March 9

---

**Agenda item:** Update: HCIM Program Research **Presenter:** Bill Kules

**Discussion:**

- Affinity Diagrams from Alumni interviews are done and encoded to the database.
- Karen and Bill will handle printouts of affinity diagrams to post for sharing
- All results are pretty consistent (across 4 data sources: Comparative Analysis, Listening Sessions with Faculty, Student Survey (and listening session ) and alumni interviews)
- Data ready to share next committee meeting
- Bill and Eun Kyoung to attend CHIBIRD event at the end of March - For HCIM Educators (Keith Edwards GT HCI director) – All program directors for HCI
- 

*Retreat (HCIM Visioning)*

- Doodle poll sent by Carol to committee members to find time within March to do the retreat
- Discussion: invite other faculty to retreat? Might take time to bring people up to speed?
- Decision: HCIM Program committee - all are deeply immersed throughout the year in the program research so better to stick with committee members
- There is value bringing it to other members (new faculty) but after the joint vision is done (so there is a starting point for critique)
- Add to April agenda do in depth presentation and invite everybody for discussion (changes will go to PCC and other committees – what we are doing and the process we are following)
- Need to sell this to faculty (Eun Kyoung and Tammy to advocate changes)

**Conclusions:**

- Retreat to be held to use all research key findings for the HCIM
- Karen Holtzblatt to facilitate the retreat with the program committee members
- New faculty will be involved after visioning retreat

Action items	Person responsible	Deadline
✓ Finalize schedule of retreat	Carol Boston	End of Feb

---

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

**Discussions:**

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

- 100% Attendance, 22 questions on pigeonhole, 8 questions live
- Open items from the orientation (Carol's Notes):
  - If Capstone doesn't teach product/service design, is there a business course or other course taught elsewhere in the university that students could take to gain this knowledge?
  - Question about whether UMD provides funding for fees associated with Capstone. (Bill said yes to printing...ask back what else students might mean: fees for travel to interviews or ?)
  - If thesis option, spell out requirements of advisor and two committee members. May any be from another school or program?
  - If an international student has the 2 years of experience to waive the internship and take a different class instead, does that have any implication for his/her visa? (Can they otherwise work for an industry in the summer and get CPT without UMD being involved? And must they take a summer class for the waived INST 717, or can they take that replacement class in the next year?)
- Bill: Takeaways from the event:
  - Rethink the Internship?
  - Should it be an academic course? Are they really getting the same kind of value
  - Overworked by the capstone?
  - Eliminate credit of internship?
  - Tackle next fall to prepare for summer
  - Be aware of the rules and regulations (ISSS etc.)
- Spring Tech Talk Seminar series (Carol Boston/Lacey Sabado)
- Dry run for the 1-credit courses in Fall (5 speakers confirmed)
- Have post talk surveys (Lacey)
- Eun Kyoung to connect people from the industry for Fall pipeline
- Student Awards
- Last year 6 people applied (2 given)
- Costs (Affinity maps) → Lindsay or HCIM budget? Not more than 1000
- Carol ask daisy and yen (750 USD Award from last year)
- HCI Student Award – Jenny Hottle got it last year. Now should it be team based?
- Advisors → nominated ; Who voted? Not the hcim committee (maybe the iSchool awards committee?)
- Jeff to check how it was judged last year
- Carol to circulate amount and mechanics to all committee and faculty

Action items	Person responsible	Deadline
✓ Finalize mechanics and amounts of student awards	Carol Boston	March 16
✓ Prepare marketing materials for Spring Tech Talks	Lacey Sabado	Feb 26

---

## ***Other Agenda Items***

---

**Special notes:**

- Attendance issues with committee → cancelling last minute
- Important changes going on
- Carol: Low response for the hcim retreat doodle poll

- Check if committee members are available in the next 3 meetings, if no quorum find a different meeting dates and times
- (Proposal from Niklas) In the minutes – list number of times they attended over how many committee