HCIM Program Committee Meeting Minutes - October

Meeting called by:	Niklas Elmqvist	**Type of meeting:**	Monthly Committee Meeting
Facilitator:	Carlea Holl-Jensen	**Note taker:**	Lacey Arevalo (HCIM GA)

Attendees: Niklas Elmqvist, David Weintrop, Lindsay Sarin, Bill Kules, Jeff Waters, Eun Kyoung Choe, Chris Robeck

Absent: Brian Butler, Timothy Richards, Tamara Clegg

Minutes of the Meeting:

Agenda item:	Course Proposals	**Presenter:**	Carlea Holl-Jensen

Discussion:

1. Course Proposals: Personal Health Information & Visualization (Eun Kyoung Choe)
   - [Proposal](#) + [draft syllabus](#)
   - Same course was taught by Eun Kyoung at Penn State already, Masters and PhD-level, consumer health technology; combination of reading, seminar and projects; Previous students have published papers from this course
   - There is definitely some interest in the topic from students
   - This is different to the Health Information Behavior. Health Information Behavior can be a valuable complement to this course, not too much overlap; could eventually become almost a concentration.
   - If this doesn't have a prerequisite of, say, INST 631, It's been taught to students with a variety of experience levels before, and it wasn't a problem; partly because it's learning by doing
   - How is this applicable to professionally-focused students? There would be industry applications using health data, particularly because it's quite applied; what could a graduate say in an interview? They will have an understanding of the field, but they'll also have projects to showcase
   - Is this a technical course or not? Not that technical -- they create an online study and design their project, depending on their skills and interests

Conclusions:

- INST6XX: Personal Health Information & Visualization (Eun Kyoung Choe) – **APPROVED** (6 Votes)

Action items	**Person responsible**	**Deadline**
✓		

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

Discussion:

- Current application numbers: 46 applications in progress, 6 submitted (52 total); 30 international/22 domestic; as of Nov. 1 2016: 31 in progress
- Reviewing timeline
  - Getting reviewing on the calendar ASAP
  - Jeff will be doing first-round reviewing on a rolling basis, rather than waiting until after the deadline
  - We should be thinking about application targets -- by December, should have target numbers in mind
  - May be worth starting to review before the application has closed; this may be valuable to admitted students

- Can we do rolling admissions? Yes, why not?
- If so, communicating clearly to applicants that this is on a rolling basis
- At the next meeting, we can look at the calendar and set up the schedule in December meeting
- Acceptance deadline
  - Currently the encouraged application deadline is April 15, but that's just the soonest the Grad School says we can ask for responses because of when FAFSA info becomes available.
  - For international students, it probably couldn't be later than sometime in May
  - For best practices for international students, March 15 may be the best date → the earlier the better

Conclusions:

- Applications numbers are healthy to-date. Deadline is Feb 15th, 2018
- Application review needs to happen more expediently due to the push back of deadline compared to previous years
- Need to discuss the implications of rolling admissions further

Action items	Person responsible	Deadline
✓ Update on Admission Numbers	Jeff Waters	November 17
✓ First Round Reviews	Jeff Waters	November 17
✓ Decide if we will do rolling admissions this year	Niklas Elmqvist	November 17
✓ Set up schedule for the Admissions Review in December	Niklas Elmqvist	November 17

Agenda item:	HCIM Thesis Policy	**Presenter:**	Jeff Waters

Discussion:

- The language in each of the Master's program handbooks is inconsistent from program to program
- For HCIM, it's currently fall and spring in consecutive semesters
- For students who may want to complete the program more quickly, it would be helpful to be able to start thesis in summer – currently we do not allow this

Conclusions:

- Jeff will discuss this further in the next meeting

Action items	Person responsible	Deadline
✓ Present HCIM Thesis Policy Change Proposal	Jeff Waters	November 17

Agenda item:	Update on Comparative analysis and Listening Campaign	**Presenter:**	Bill Kules

Discussion:

1. High-Level Gap Analysis (Comparative Study with other Universities offering HCI)
   - Changes:
     - Clarifying focus of the degree
     - Increasing course offering (design + electives)
     - Professional development
     - Capstone
   - Findings:
     - Marketing → we don't have a known equity. What distinguishes us from other programs and how do we communicate this to applicants?
     - Standardized design methods should be taught earlier in the program (agile, contextual design)
   - Key questions → revisit these in February during visioning

- Offering more interdisciplinary elective options -- are there other faculty who are willing to commit to doing this? If so, pathways have to help students navigate this

2. [Listening Campaign Summary](#)
   - Findings:
     - Capabilities and limitations of faculty (How do we serve a professional-focused student body with a primarily research-focused faculty?)
     - As a faculty, we don't have a lot of industry experience, and that makes it hard for faculty to be confident teaching this material
     - We also have a very CS-focused faculty, very little design focus in the faculty
     - Little awareness of the job market, which makes it hard to mentor students who want to go on the industry
   - There is a need for professional preparation among students
   - What does it mean to be faculty? What does an academic community look like if it's not focused on research? How do we not make professional focus a marginalized piece, without also not alienating existing research-focused faculty
   - Staffing & hiring -- the academic hiring process is problematic for hiring professionals; takes too long; networks are not in place for identifying potential industry hires; industry people can do guest lecturers, or they can teach a 3-credit course, but there's not many options in-between (short courses, 1-credit courses, etc.), which limits the number of people who may be interested in teaching with us; as research-focused academics, faculty don't necessarily have the appropriate background and expertise to hire industry professionals
   - Administering and running the program: the priorities of faculty and administrators are stretched quite thin; there's not a very clear formal quality assessment process
   - Curriculum -- coding should not be a prerequisite for anything (or should it?); curriculum should be able to prepare students from multiple tracks/focuses; lots more in design; user research methods
   - By February, the rest of the data should be in, and we can start visioning

Conclusions:

- Results from the High-Level Gap Analysis and Listening Campaign were published by Bill
- After the 2 remaining items of the research are done we will be ready for the February visioning
  - Next part of the Research is the Interviews with HCIM Alumni who are in the UX industry (Karen Holtzblatt)
  - Survey and Listening Session for Current Students (Lacey Arevalo)

Action items	Person responsible	Deadline
✓ Conduct Interviews with the volunteer HCIM alumni	Karen Holtzblatt	November 23
✓ Finalize Survey Design	Lacey Arevalo	November 3

Agenda item:	Update from the INST631 Working Group	**Presenter:**	Bill Kules

Discussion:

- Proposal to:
  - Refocusing INST 631 - HCI Fundamentals (Fall)
  - Creating a HCIM Specific Research Methods (Fall)
  - Changing INST 632 - Interaction Design Studio (Spring)
- INST631 will be foundational
- Where does INST 630 fit into this? We need to discuss if we could eventually drop this prerequisite, but eventually that course could eventually become much more UX-focused (next year)
- Take into consideration the Portfolio as something that would have to be designed into the course/s
- Initial discussions:
  - Niklas or PhD students can teach the foundational course
  - Jen, Tammy or Eun Kyoung for Design Studio? Or separate course on Contextual Design?

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Conclusions:

- Proposal is great! Need to draft syllabi next month -- feedback in November, proposal in December

Action items	Person responsible	Deadline
✓ Draft syllabi for feedback for November	Bill Kules	November 30

Agenda item: Update from the Professional Preparation Working Group **Presenter:** Carlea Holl-Jensen

Discussion:

- One-credit professional-focus talks series
- One-credit tools class
- Syllabi for other professional prep courses
- Mining job descriptions to identify competencies graduates need
- Student surveys (same used for Re envisioning research)
- Once data has been collected, next step is to actually create the proposal -- Proposal ready to go by December
- For 1-credit skill courses, is there any way to create an umbrella course proposal that doesn't specify the content of the course? Special topics, possibly?

Conclusions:

- Need to start building list of industry professionals / partners for the One-credit professional-focus series
- Need to identify tools and trainers for the One-credit tools class

Action items	Person responsible	Deadline
✓ Draft proposal	Niklas Elmqvist	December
✓ Start building list of industry professionals	Bill Kules	December
✓ Start mining job descriptions to identify competencies graduates need	Lacey Arevalo	December

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Agenda item: Update from the Electives working group **Presenter:** Carlea Holl-Jensen

Discussion:

- Currently reaching out to Psychology, Journalism, CS, English, Education Departments to try to work on cross listing and getting them to teach electives for HCIM.

- To address the difficulty of HCIM students to take electives outside of the iSchool

Conclusions:

Action items	Person responsible	Deadline

Other Information