HCIM Committee Meeting Minutes

March 7, 2017, 10:00am - 11:30am, HBK 4113

Present Voting Members: B. Kules (6/6),C. Holl-Jensen (6/6), M. Brescia (6/6), J. Waters (6/6), L. Findlater (5/5)
Present Non-voting Members: L. Sarin (5/6), R. Marr (6/6), C. Boston (6/6)
Absent: G. Vanderheiden (4/6), B. Butler (0/6), N. Elmqvist

1. Course Proposals + Changes
    a. Proposal of new course
        i. INST XXX: Capstone in Youth Experience
            1. In this 12-week course, YX students create a project using techniques they've learned.
            2. **Vote on Item A: yes: 5, opposed: 0, abstain: 0**
    b. Updating prerequisites + restrictions
        i. INST 652: Design Thinking & Youth
            1. Actions: remove prerequisite: "Permission of College of Info Studies"; add restriction: "Permission of College of Info Studies"
        ii. INST 681: Health Information Behavior
            1. Actions: Add prerequisite: "or permission of instructor"; add restriction: "Permission of College of Info Studies"
        iii. INST 714: Information for Decision-making
            1. Actions: Add prerequisite: INFM 612; add restriction: "Permission of College of Info Studies"
        iv. INST 715: Knowledge Management
            1. Actions: Remove prerequisite: INFM 603 and LBSC 631; add prerequisite: INFM 600 and LBSC 671; add restriction: "Permission of College of Info Studies"
        v. INST 737: Introduction to Data Science
            1. Actions: Add prerequisite: INST 627; add restriction: "Permission of College of Info Studies"
            2. **Action Item: Approval pending learning outcomes clearly listed in syllabus—Carlea to send note**
        vi. INST 745: Introduction to Digital Arts Curation
            1. Actions: Remove prerequisite: INST 640; add prerequisite: INST 604
        vii. Vote on Item B: yes: 5, opposed: 0, abstain: 0
    c. Add restriction: "Permission of College of Info Studies"
        i. INST 680: Health Informatics
        ii. INST 704: Inclusive Design in HCI
        iii. INST 750: Advanced Data Science
        iv. **Vote on Item C: yes: 5, opposed: 0, abstain: 0**
    d. Title change and/or course description change
        i. INST 614: Information Literacy, Inclusion, and the Public Good
            1. Actions: Change title
        ii. INST 660: 21st Century Leadership
            1. Actions: Change title; change description

         iii. **Vote on Item D: yes: 5, opposed: 0, abstain: 0**
- e. Other actions
    - i. INST 610: Information Ethics
        1. Actions: Add restriction: "Permission of College of Info Studies"; update description
    - ii. INST 717: Internship Practicum in Human-Computer Interactions
        1. Actions: Add restriction: "Permission of College of Info Studies"; update title
    - iii. INST 742: Implementing the Curation and Management of Digital Assets
        1. Actions: Change title; remove prerequisite: INST 640; add prerequisite: INST 604; remove restriction: "Election of the Digital Curation Specialization"
    - iv. INST 734: Information Retrieval Systems
        1. Actions: Add prerequisite: LBSC 671
    - v. INST 790: Building the Human-Computer Interface
        1. Actions: Retire
    - **vi.** **Vote on Item E: items 1-4 and 6 (leaving out 5), yes: 5, no: 0, abstain: 0**
- f. Deferred votes:
    - i. INST 775 (HCIM Capstone Prep) + INST 776 (HCIM Capstone)
        1. Proposed actions: Remove restriction: "Must be taken in the fall semester of the year in which the student plans to graduate"
        2. Because INST 775 and INST 776 will require more significant revisions at a later date, the committee will save the administrative change
    - ii. INST 779: Readings Seminar
        1. Will not remove "instructor permission required"
2. Update: Fall 2017 Admissions (Carlea Holl-Jensen)
    - a. Admissions decision progress—HCIM admitted 90 students for Fall 2017; expected yield: about 27 enrolled students.
    - b. Carlea is revising the communications plan for admitted students
    - c. Takeaways for next admissions cycle
        - i. Streamlining use of Hobsons as a content repository
        - ii. Committee would like clearer documentation/guidelines for reviewers, including rubric for evaluating essays and portfolio
        - iii. More detailed data collection on applicant outcomes would be helpful
        - iv. From a holistic standpoint, "triaging" applications is important, but what is the return on that investment?
        - v. Essay requirement could be shortened significantly
        - vi. Applicants should indicate interest in research versus practical track
        - **vii.** **Action Items:**
            1. **Carlea to share current guidelines and draft rubric**
            2. **Carlea to make small edits to application questions for next admissions cycle**
    - d. Discussion: Program self-study
        - i. Building on Niklas's strategic plan for the program, as well as in-progress program development efforts
        - ii. Carlea is collecting data for the "longitudinal data" section, but committee should contribute to the "strategic overview" section.
        - iii. Self-study will be revised annually (will create a process to maintain document).

   iv. **Action Items (self-study due by May 15):**
    1. **Share Niklas' draft with committee, as well as original learning outcomes/program materials**
    2. **Committee will draft "strategic overview" section**

3. HCIM Travel Award
 a. Will be awarded to Pramod Chundury
 b. In the future, committee would like to find funding to send students to practice-oriented conferences. And would also like to clarify that the award is about the level of participation, rather than research or practice

4. Update on program development/capstone
 a. To be resumed in April committee meeting