

December HCIM Committee Meeting Minutes

HBK 4113, 10:00am - 11:30am, December 6, 2016

Present Voting Members: B. Kules (4/4), N. Elmqvist (4/4), C. Holl-Jensen (4/4), M. Brescia (4/4), J. Waters (4/4), L. Findlater (3/3)

Present Non-voting Members: L. Sarin (3/4), R. Marr (4/4), C. Boston (4/4)

Absent: B. Butler (0/4), G. Vanderheiden (3/4)

Guests: J. Hottle, J. Thiara

1. Proposed Course Changes:
 - a. LBSC 735: Legal Issues in Managing Information / INST XXX: Information Professionals and the Law
 - i. Significant update of an existing course on law; designed for planned specialization in the MLIS program.
 - ii. The course proposal has already passed in the MLIS committee, still awaiting approval from the MIM and PhD committees.
 - iii. Vote: Yes: 6; Opposed: 0; Abstain: 0; **Resolution passes**
 - b. INST 607: E-Government: Information, Communication & Policy / INST 607: Government Information
 - i. Significant revision of existing course; designed for planned specialization in the MLIS program.
 - ii. Course was approved by MLIS committee with several revisions.
 - iii. Vote: Yes: 6; Opposed: 0; Abstain: 0; **Resolution passes**
2. Proposed Conversion of Special Topics Course to Permanent Number:
 - a. INST 728Q - Visual Analytics
 - i. Proposal to make Visual Analytics a permanent course. Currently, Visual Analytics is a companion to Data Visualization. The two courses do not need to be taken consecutively.
 - ii. Fills a need in college because it approaches data science with an HCI perspective. The course has been well received; it was at capacity last spring with 13 students on the waitlist.
 - iii. Vote: Yes: 6; Opposed: 0; Abstain: 0; **Resolution passes**
3. Course Proposal:
 - a. INST 728L - Advanced Research in Digital Curation
 - i. A new course covering research, management, and use of digital information in the "big data age".
 - ii. Committee feels revisions are necessary prior to committee vote; specifically: consider including prerequisites, as it is meant to be an upper level course, and clarity regarding the course schedule.
4. Discussion: Review process for fall 2017 admissions - Jeff Waters, Carlea Holl-Jensen
 - a. Applications will be reviewed on a rolling basis. The process will work the same as last year: Jeff will sort applicants into four piles: "strong yes, yes, maybe, and no."
 - i. Personalized acceptance messages should be sent to the top applicants.
 - b. Application review schedule:
 - i. Second round to be completed by end of February: committee sends Jeff their final recommendations.

- ii. Third round, Jeff sends applicants to graduate school for final decisions.
 - iii. Entire review cycle should take 5-6 weeks.
- c. Reviewers will be: Bill Kules, Carol Boston, who will focus on non-traditional maybes, and Leah Findlater, who will be head reviewer. Niklas will also be reviewing applications where possible.
- 5. Discussion: Clarifying terms of GRE waiver - Carlea Holl-Jensen
 - a. Student Services does not need to vet waivers; applicants who qualify simply do not need to upload their GREs.
 - b. International applicants who hold a US degree or a degree from another English-speaking country, and meet the other criteria may also waive the GRE.
- 6. Discussion: Virtual completion of capstone course - Bill Kules
 - a. Committee agrees that it could be appropriate for a student to complete second semester of capstone remotely for the purposes of completing fieldwork, or due to other opportunities, but this should be decided on a case-by-case basis by the instructor.
 - b. In the future, an online or long-distance section of capstone may be an avenue to consider.
 - c. Action Item: Carlea to send Bill examples of HCIM programs with online component.
- 7. Update on student & faculty surveys & report from HCIM listening session - Carlea Holl-Jensen
 - a. Purpose of this report is to share back student feedback—some of which was about specific issues in specific classes and thus isn't really relevant for the committee, but some of which is more generalized and pertains to multiple courses or to program policy
 - b. What procedures does the program have in place to address extreme concerns as soon as possible?
 - c. Action Items:
 - i. Carlea will send a form email in the middle of the semester to solicit more regular feedback from students.
 - ii. Bring up mentoring in APT, as this must be a faculty initiative.
 - iii. Build a culture within the HCIM that encourages professors to solicit feedback more regularly in their classes.
- 8. Discussion: Group vs. individual capstone projects (cont'd) - Bill Kules
 - a. There has been pushback from faculty about whether group projects make sense. Some potential partners have expressed concern about working with individual students only. If we're planning on expanding the capstone and partnerships, this is of paramount importance for reasons of scalability and complexity.
 - b. The instructor should have the freedom to make their own decisions about this issue when it comes to Capstone. Students will be able to complete an individual Capstone, but a group option will also be available next Fall. It is up to the faculty member to work out grading, etc.
- 9. Update on visual map for degree planning - Carlea Holl-Jensen, Rachael Marr
 - a. New draft, comments will be captured from committee via email.
- 10. Discussion: HCIM Advisory Board - Niklas
 - a. To be covered next meeting.
- 11. Meeting dates for next semester - Carlea Holl-Jensen
 - a. The HCIM Committee will meet from 10 - 11:30 AM in HBK 4113 on:
 - i. February 7
 - ii. March 7
 - iii. April 4
 - iv. May 2