

HCIM Committee Meeting Minutes

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

Present Voting Members: B. Kules (5/5), G. Vanderheiden (4/5), C. Holl-Jensen (5/5), M. Brescia (5/5), J. Waters (5/5), L. Findlater (4/4)

Present Non-voting Members: L. Sarin (4/5), R. Marr (5/5), C. Boston (5/5)

Absent: B. Butler (0/5), N. Elmqvist

1. Course Proposals + Changes
 - a. Course Proposal - New Special Topics Course: INST 728L (Revised) - Richard Marciano
 - i. This is a revision of a course the committee discussed last fall; schedule and learning outcomes have been updated.
 - ii. **Vote:** 6 approve, 0 against, 0 abstain
 - b. Course Proposal - New Course with Permanent Number: INST YYY - Advanced Legal Research
 - i. This course is part of an MLIS specialization in information gathering, may not be as pertinent to our students, but must pass our committee to be offered.
 - ii. **Vote:** Yes: 6; Opposed: 0; Abstain: 0; resolution passes
 - c. Course changes - Carlea Holl-Jensen
 - i. The following proposals are part of an audit the programs are running to ensure restrictions and prerequisites are correct on iSchool courses.
 - ii. Add the restriction "Permission of College of Information Studies"
 1. INST 612: Information Policy
 - a. **Vote:** Yes: 6; Opposed: 0; Abstain: 0; resolution passes
 - iii. Change from "LSBC" to "INST"
 1. LBSC 620: Diverse Populations, Inclusion and Information
 2. LBSC 622: Information and Universal Usability
 3. LBSC 680: Principles of Records and Information Management
 4. LBSC 682: Management of Electronic Records and Information
 5. LBSC 782: Arrangement, Description, and Access for Archives
 6. LBSC 784: Digital Preservation
 7. LBSC 785: Documentation, Collection, and Appraisal of Records
 - a. **Vote:** 6 approve, 0 against, 0 abstain; resolution passes
2. Follow-Up: Scheduling Admissions Review Meetings - Carlea Holl-Jensen, Jeff Waters
 - a. The admission committee is on track to have application decisions ready by late February and will meet toward the end of the month to discuss applications.
 - b. Leah will personally follow-up with top-tier applicants in the first week of March.
 - c. **Action Item:** Carlea to send out a meeting request.
3. Update: Collaborative workspace - Carlea Holl-Jensen
 - a. Workspace is almost complete; when the remaining work is done, HCIM will host a small celebration.
 - b. Swipe card access for HCIM students continues to be a priority, as does ensuring this space is available for students conducting user studies (though the Trace Center will also be available for user studies).
 - c. **Action Item:** Lindsay to talk to Brian about swipe card access for students.
4. Update: HCIM awards - Carlea Holl-Jensen

- a. Carlea met with Tetyana to discuss HCIM awards. Information about the project/paper prize will go out to instructors soon, and the announcement about the travel award should go out to students within the week.
- 5. HCIM Program Development - Carlea Holl-Jensen, Bill Kules, Leah Findlater
 - a. Karen Holtzblatt/InContext will consult with the program about assessing the needs of the program and identifying ways that HCIM can distinguish itself, as well as develop the program to meet the needs of students, industry, and partners.
 - b. InContext will be meeting with faculty and alumni and running focus groups with students.
 - c. The program will also be doing some evaluation—comparing the HCIM program to other programs, as well as analyzing our core coursework.
 - d. Though there will be a presentation of final findings, the committee will be periodically updated on the progress of the consultation.