# Agenda: HCIM Committee Meeting

*HBK 4113, 10:00am-11:30am, Feb 1, 2016*

**Voting Members:** J. Waters (4/5), M. Brescia (4/4), A. Weeks (4/5), C. Holl-Jensen (5/5), N. Elmqvist (5/5), M. Chetty (2/2), J. Golbeck (4/5)
**Non-voting Members:** R. Marr (4/4), C. Boston (4/5), L. Snyders (1/1)
**Absent:** B. Butler (3/5)

1. Introducing Lissa Snyders (Jeff)
    a. Lissa Snyders is the new Advisor in the Student Services Office.
2. New policy for proposing courses to committees & PCC (Carlea)
    a. In December, PCC voted to establish a new policy for proposing new courses and course changes, encouraging more timely approval process for courses. Faculty must now submit courses for approval by the 1$^{st}$ committee meeting of the semester, one semester in advance (ie, February 2016 PCC for Fall 2016 courses) and must have all approvals from program committees before coming to PCC.
    b. Syllabi should be as complete as possible before being submitted; learning objectives and assignments are paramount, some changes to readings, etc, is acceptable.
3. Progress on proposed Graphic Design course?
    a. Promising candidate for an adjunct hire
    b. The new course will be offered as a Special Topics course
    c. **ACTION ITEMS:** Carlea and Niklas to draft syllabus, interview adjunct candidate
4. Wishlist for course creation: what additional HCI courses would we like to see?
    a. Feedback from informal survey conducted amongst faculty: there is a need for an HCIM-specific research methods course; possibility of more courses related to physical computing
    b. Possibility of cross-listing courses offered in other departments (especially Education and Computer Science). This would mean that seats could be set aside for iSchool students
    c. Additional request for a rapid prototyping course
    d. **ACTION ITEMS:** Niklas + Carlea will rank wishlist items in terms of importance, and send wishlist to Brian Butler and Ann Weeks
5. Proposed conversion of Special Topics courses to permanent number courses:
    a. Introduction to JavaScript Programming (1-credit course)
        i. All online material such as videos for learning + extensive notes; this course covers basic programming
        ii. Could be proposed as a non-credit course (offered at lower price)
        iii. **VOTE:** 6 yes votes, proposal passes
    b. Introduction to Web Programming (1-credit course)
        i. **VOTE:** 6 yes votes, proposal passes
6. HCIM program website update (Carlea & Rachael)

a. http://rmarr98.wix.com/hcitest
b. Feedback
    i. **ACTION ITEMS:** Soft launch this week, circulate to students and faculty
7. Admissions reviewing
    a. Approximately 140 applicants, which is on par with last year
    b. Applicants are divided into four separate groups, Definitely Yes, Yes, Maybe, and No. Definite yeses have above average scores on all tests.
    c. Students Services will have recommendations/list by end of the first week of February.
    d. In general, it is agreed that the earlier students are told of their acceptance, the better (by end of February). This would help encourage admitted students to accept.
    e. Earlier engagement is key. (Last year 52% were admitted and 30% matriculated), specifically right after applicants are accepted. Couple of ways this could be accomplished are:
        i. Stronger personal communication with accepted applicants
        ii. Sharing updated HCIM website with applicants
        iii. Emphasizing the livability of College Park
    f. Possibility of considering an unofficial waitlist.
    g. **ACTION ITEMS:** C. Boston, J. Golbeck, and N. Elmqvist work on reviewing applications. This would be discussed in two, two hour, meetings. Add C. Boston to Hobson system (Carlea)
8. HCIM concerns
    a. Many students voiced concern on the internship class being 3 credits as opposed to 1 credit. This would be a curriculum change and therefore difficult to amend for this cohort.
    b. What is the update on the shared student workspace?
        i. **ACTION ITEMS:** Add a sign-in sheet (Rachael and Michael)**,** let the cohort know about the room
    c. Graphic design class—how difficult to get approved for spring?
        i. How difficult to would it be to have a course created for fall 2016? Using the models available, it might be possible to create a preliminary syllabus detailed enough to be approved.
        ii. **ACTION ITEMS:** See above (4d)
    d. Portfolio workshop—working with Evan Golub for a portfolio workshop, faculty member or professional partner.
        i. **ACTION ITEM**: locate people who might be useful in this context.
    e. HCIM committee meetings are public (students are welcome!)
    f. **ACTION ITEM:** Set up another listening session (Carlea)