

# Minutes: HCIM Committee Meeting

*HBK 4113, 10:00am-11:30am, September 1, 2015*

## Present:

- Voting members: N. Elmqvist (chair) (1/1), J. Waters (1/1), J. Golbeck (1/1), C. Holl-Jensen (1/1)
- Non-voting members: C. Boston, A. Weeks, T. Bezbabna, B. Butler, E. Golub, K. Weaver

## Business:

1. Internships
  - a. Practical Details:
    - i. HCIM internship course, INST 717; required; run by Evan Golub; scheduled for Summer 2016; may be research based or industrial; typically 120 hours
      1. Students submit written proposal
      2. Over the summer:
        - a. Students post weekly updates in online journals
        - b. Mid-summer report from interns' mentors
        - c. End-of-summer check-in
        - d. End-of-summer report by students on the work they did
        - e. Final report from students reflecting on their experiences
      3. Evan typically begins communicating with students in late Jan./early Feb.; this year the goal before the first internship fair (mid-Oct)
    - ii. Is there any precedent for waiving the internship requirement? (Future discussion)
      1. Some students come in with experience
      2. MIM has shifted toward not requiring an internship course
      3. The goal is to diversify students' experiences and skillsets, even those who have previous professional experience
      4. Dropping the requirement is not desirable at this time, but a policy for exceptions could be created
      5. Making accommodations for students who want to do an internship at a company where they are already employed; students who have GAships; students who are part-time
    - iii. Suggestions:
      1. Sending feedback back to industry employers
      2. Sending feedback to faculty

3. In the past, reflections have been confidential, which encourages candid responses, but a process for summarizing or aggregating feedback could be instituted
  - b. Internship/Networking Activities:
    - i. Internship Fair
      1. Last HCIM internship fair held in 2014; feedback suggested holding it earlier would be more effective (November?)
        - a. Some industry employers are not ready to look for interns in fall
      2. Internship & Networking Fair scheduled for 10/16, 3:30-6, cohosted by MIMSA
        - a. Waiting to announce until at least 3 employers have confirmed
        - b. Talk to HCIL sponsors about attending
    - ii. “Madness pitch” in which HCIL-associated faculty present projects they see as potential summer research projects (Feb.)
    - iii. Pooling MIM & HCIM databases, shifting toward an iSchool-wide database
    - iv. Internship panel at Orientation next year
    - v. Encourage students to go to the [Career Fair](#) → 9/16 & 9/17
    - vi. Contact CS about CS job fair
    - vii. MIM resume-building workshop, 10/10
      1. Advertising this to HCIM & HCIL students
  - c. Action items:
    - i. Alerting HCIL sponsors to the existence of this database & encouraging them to list opportunities there (Niklas & Carlea)
    - ii. Talk to HCIL sponsors about attending internship fair 10/16 (Niklas & Carlea)
    - iii. Announcement to HCIM about Career Fair (Carlea)
    - iv. Contact CS about their job fair (Carlea?)
    - v. Announcement to HCIM about MIM resume workshop (Carlea)
    - vi. Speak to Rob about creating a page on the iSchool website for the internship database (Brian)
2. Course Title Change: INST 641
  - a. From “Policy Issues in Digital Curation” to “Policy and Ethics in Digital Curation”
    - i. This reflects the content of the course more accurately
  - b. Vote - 4 yes, 0 no, 0 abstain; passed
3. Course Sequencing: INST 630/631/632
  - a. Proposed programming requirement

- i. Ensuring a diverse range of applicants; many people come to HCI without a background in programming and there are career paths that don't require programming expertise
    - ii. Ensuring students are equipped to get the most out of coursework and are well-prepared for professional expectations in their field once they graduate
    - iii. Possibility of requiring summer course
      - 1. Community college or online course
      - 2. Creating a 1- or 3-credit course at UMD to be offered over the summer
    - iv. If such a program is implemented, how to communicate this with admitted students next year?
  - b. Action items:
    - i. Jen will discuss with Ann, et al, the possibility of creating this course next winter/summer
- 4. Dean's Charge for the HCIM
  - a. Identify 5 actionable projects that will enhance the HCIM
    - i. This might include items we have already identified: internships, recruitment, documentation, specializations; usability testing facility
  - b. Report brainstorming by mid-fall
- 5. Student Representative
  - a. Needed for:
    - i. HCIM Program Committee
    - ii. iSchool Assembly
  - b. This can be the same person, or two different people, depending on volunteers
  - c. Action item:
    - i. Circulate request for volunteers to HCIM program email list (Carlea)
- 6. HCIM GA Position
  - a. 7 applicants (1 MIM, 6 HCIM)
  - b. Interviews & hiring by the end of this week
  - c. Action items:
    - i. Interviewing (Niklas & Carlea)
- 7. Recruitment
  - a. Email campaign
    - i. Undertaken last year for MIM & HCIM; successful for HCIM, valuable to repeat this year for HCIM only
    - ii. An outside company was hired last year; should we rehire the same company, or is it possible to undertake this email campaign ourselves?
  - b. Information sessions

- i. First information session scheduled for 9/15
    - ii. Action items:
      - 1. Add to the iSchool internal calendar (Carlea)
      - 2. Email Jessica Alt → iSchool website + event calendar (Carlea)
      - 3. Sitting down with Brian and Jessica to see what was done last year (RSVP, etc) (Carlea)
  - c. HCIM industry professional booklets
    - i. Materials were prepared, but the booklets were very created
    - ii. Physical copy is desirable for HR
    - iii. PDF is desirable for sharing with HCIL sponsors, adding to the website
    - iv. Action item:
      - 1. Find materials (Brian)
      - 2. Prepare paper & PDF copies
  - d. Developing connections with federal government
    - i. Action items:
      - 1. Look into having HCIM listed on federal & government association databases (Carol)
      - 2. Discuss in PCC
  - e. Cold calling is not productive enough to justify
  - f. Improving HCIM website
    - i. Student may work on this (GA or volunteer)
    - ii. Action item:
      - 1. Meet with student (Carlea)
  - g. Local advertising (radio, bus ads)
    - i. Focusing on refining existing recruitment methods; keep mass media methods in mind for communication coordinator in the future
  - h. Recruiting UMD undergraduates
    - i. 2-3 of the incoming HCIM class were UMD undergrads
    - ii. Action item:
      - 1. Identifying which programs are a good fit for HCIM (Niklas and Carlea)
    - iii. Graduate School fair
      - 1. Action item:
        - a. Date? (Jeff)
    - iv. Open House for UMD seniors
  - i. Talking with career Center
8. Program Budget:
- a. Proposing a program budget in the next week or two
  - b. C.H.J. to ask T.B. and Lindsay Sarin for examples of their budgets