

HCIM Program Committee Meeting for December

December 13, 2019

1:00 PM – 4:00 PM

HBK 4115

Meeting called by:	Bill Kules	Type of meeting:	Monthly Committee Meeting
Facilitator:	Carol Boston	Note taker:	Amy Asadi
Timekeeper:	Carol Boston		

Attendees: Bill Kules (4 / 4), Carol Boston (4 / 4), Niklas Elmqvist (4 / 4), Alex Leitch (4 / 4), Dustin Smith (3 / 4), Jeff Waters (1 / 4), Jonathan Lazar (Presenter), Amy Asadi (Note Taker)

Agenda and related documents [here](#). (include hyperlink of agenda here)

Please bring: None

Minutes of the Meeting:

Agenda item: (1:00) Approval of [November meeting minutes](#) **Presenter:** Bill Kules

Discussion: The minutes of the November meeting were adopted by unanimous vote.

APPROVED: Vote: **5** voted yes, **0** no, **0** abstain

Agenda item: (1:10) Program updates: Informal observations of end-of-term projects + Spring semester courses update **Presenter:** Bill Kules and Carol Boston

Discussion:

Informal Observations of End-of-Term Projects

Bill and Carol provided a consolidated overview of information, observations, and reflections regarding end-of-term semester courses:

- Five HCIM capstone projects for INST 775 successfully concluded/will conclude with client meetings.
- Courses taught by Jonathan Lazar (INST 631), Wayne Lutters (INST 710), and Niklas Elmqvist (INST 760) incorporated pilot projects in collaboration with the iConsultancy; giving HCIM students more opportunities to work with external clients.
- Core takeaway is for iConsultancy to take ownership of the user participant recruitment process for student/client projects.
 - Graduate and undergraduate students experienced challenges with recruiting representative users on their own, especially from certain groups (e.g., low-literacy individuals) and under a tight timeline.
 - The iConsultancy will work to find a mechanism to assist with user recruitment process:
 - Alex proposed software previously utilized for user studies participant recruitment.

Spring Semester Course Updates

Carol discussed 1-credit courses for Spring semester.

- Two 1-credit courses expected to post to Testudo in January are one on cryptocurrency (will include topics such as task analysis and discontinuous innovation) and makerspace.
- Pending 1-credit courses for this semester or future ones include an information architecture course and one on UX analytics (quantitative analysis) potentially taught by an industry expert from Geico

Additional Updates

- Bill stressed the importance of consistent data collection (formal and informal) for further improvement of processes.
- The possibility of switching to a one-semester capstone is under consideration for the future.
- Identifying ways to support part-time student enrollment will continue to be a priority.
- Bill, Carol, and Kate will begin preparation for a program self-study and assessment report that will be required of all programs in the College in the coming months.

Agenda item:	[For discussion] Process for removing INST 717 HCIM Internship Practicum as a program requirement	Presenter:	Kate Izsak
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Agenda item postponed to a Spring meeting.

Agenda item:	(1:30) [For discussion] Status report on accessibility specialization See link to pre-meeting materials on Trusted Tester training	Presenter:	Jonathan Lazar
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Discussion:

Jonathan presented a revised proposal for an accessibility specialization within the HCIM program. Feedback was invited around the incorporation of the Trusted Tester Certification as part of specialization.

- Trusted Tester Certification provides in-depth accessibility coding instruction, contributes to strength of resumes, and prepares students for industry work in accessibility; anyone can become certified.
- Certification equals about half a semester of work hours.
- It does not require prerequisites other than a basic knowledge of HTML (which is expected of students)
- First-year winter term may be an appropriate time for certification as it prepares students for internships and allows Spring semester for any necessary retakes.

Agenda item:	(1:55) Review action items & wrap up	Presenter:	Bill Kules
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Discussion:

Additional points raised included:

- Advisors will begin moving their offices from Patuxent to Hornbake in January.
- Alex suggested two students who would be good candidates to be HCIM representatives for Assembly.
- Committee members should start brainstorming additional specialization possibilities in addition to accessibility for future meetings. (Carol added to the rolling agenda.)

Agenda item:	(2:00-4:00) CLOSED SESSION - Application Calibration for Reviewers	Presenter:	Committee Members
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Following conclusion of the regular business, Committee members with responsibility for reviewing Fall 2020 applications met in closed session to finalize reviewing procedures and calibrate holistic ratings.

Action items	Person responsible	Deadline
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- Alex** will review the code of an existing application they have used to support the user participant recruitment process for student projects. Alex Leitch January

- Bill, Carol and Kate** will meet to begin preliminary work for outcomes assessment and self-study Bill Kules, Carol Boston, Kate Iszak January

- Jonathan** will meet with **Kate** to discuss logistics and requirements for accessibility specialization. Jonathan Lazar January

- Jonathan** will create a formal proposal to be shared via email for possible votes for adoption as early as February 7th. Jonathan Lazar February 7th
 - If further discussion is required, Q and A session, group discussion, and voting will take place at a meeting later in Spring.