HCIM Program Committee Meeting for December

Meeting called by:	Wayne Lutters	Type of meeting:	Monthly Committee Meeting
Facilitator:	Alex Leitch	Note taker:	Emilia Azar
Timekeeper:	Alex Leitch		

Attendees:

Voting members: Wayne Lutters (4 / 4), Alex Leitch (4 / 4), Pam Duffy (4 /4), Ruiqi Li (2 / 2), Amanda Lazar (4/ 4), Victoria Van Hyning (4 / 4), Bill Kules (4 / 4), Carol Boston (4 / 4)

Others in attendance: Emilia Azar (4 /4)

Agenda and related documents here

Minutes of the Meeting:

Agenda item:	1. (11:30) Operational Updates
	  a. Winter send-off events coming up (12/14): continental breakfast (11:30-1), thesis convo (1-2), UXTerps ice cream social (3-4)
	  b. Recent student activities: UXTerps resume workshop (11/29), Lacey Sabado, Alum from Google (11/30)
	  c. UX PTK search: talk etc. on 12/14 (Alex/Wayne)
	  d. Subcommittee drafts due in March: what do you need?
		Presenters:	Wayne Lutters, Alex Leitch, and Carol Boston

Discussion:

- Committee members are warmly welcome to join in an afternoon of social events with HCIM students coming up on Study Day (12/14) in the iSchool Commons. Following the continental breakfast, there will be a gathering for second-year students working on their theses that will also be open to first-year students thinking about theses. Wayne will go over upcoming deadlines and discuss ways to use the January break to make good progress. UXTerps will close with an ice cream social featuring Dairy ice cream.
- More than 50 students gathered after Thanksgiving to hear Lacey Sabado speak about her time in the HCIM program and subsequent role as program manager at Google. Student interest in this low-key event bringing a successful alum back for reflections and questions over pizza suggest this is a popular future format.

- Heera Lee's PTK talk on encouraging collaborative and interdisciplinary learning will be held on December 14 from 10:30 to 11:30 in Room 2119/Zoom. There are also other opportunities for faculty and staff to meet with her.
- Application review will be a committee priority for January and February; however, please reach out with any needs for research support as we prepare to pick up subcommittee work on INST 630 Intro to Programming course review, INST 710 UX Research Methods/711 Interaction Design course sequencing, and INST 775/776 Capstone review.

Agenda item:	2. (11:35) [For adoption] November meeting minutes	**Presenter:**	Wayne Lutters

Discussion:

The November meeting minutes were adopted unanimously.

Agenda item:	3. (11:40) First-round takeaways from last month's Miro exercise -- *What is our program? Who are our students? And how does this affect admissions?*	**Presenter:**	Wayne Lutters

Discussion:

- Wayne walked the committee through the findings from the collaborative Miro activity of the previous month, highlighting especially these findings:
    - HCIM students are, in general, highly focused on developing UX skills for the job market; yet, there is also a healthy interest in research/theses/future PhD from some.
    - HCIM students in the current cohort are generally in the age range of 20-30, with some fresh out of undergraduate but more with some professional experiences behind them.
    - Their backgrounds are diverse and cross-disciplinary.
    - They are highly career-focused and aspirational in their sense of where they want to head after the degree (e.g., West Coast tech companies), AND they are also keenly interested in social justice.
- Applications are open until January 14, and it is typical for the bulk of applications to be received in the month before they are due.

Agenda item:	4. (11:50) 2022 App Review Process Mechanics	**Presenters:**	Wayne Lutters

a. Key dates
   i. Jan 14/HCIM application deadline
   ii. Feb 11/HCIM Committee meeting: Finalization of list of applicants to be recommended to the Grad School (student members excused from the entire meeting)
b. Review of protocol and 6-point scale –right process? right granularity for evaluation/decision? What best supports understanding of the whole package to enable reviewers to advocate for admission or rejection

Discussion:

- Regular committee business will be held over until March 2022 to allow the February 11 meeting to be devoted to admissions decision-making. (Student reps to the committee are excused from that meeting.) The HCIM Committee makes recommendations to the Graduate School and the Graduate School offers actual admissions. They expect, and we want to deliver, decisions as early as possible for the benefit of applicants. This may mean a period of high intensity between mid-January and mid-February, depending on the number of applications received. Last year, the committee reviewed 216 applications (some were removed prior to that point on the basis of disqualifying ESL test scores or out-of-scope applications). Each committee member can expect to review 60-80 applications.
- Committee members briefly reviewed the scoring rubric criteria and application review process, which will include an initial "lightning round" review by Carol, followed by routing to at least two committee members. Either Wayne or Alex will expect to review every application. While we understand our committee members to be broadly capable, we have also identified primary areas of expertise for routing. Work will take place in a spreadsheet; reviewers will have access to PDFs of applicant materials.
- Alex and Bill noted that the social science applications are often the most challenging to assess because application materials can be more varied than a typical design portfolio and may include strong letters of recommendation from lab supervisors and original research papers. Carol believes the new short-answer questions will also function effectively to differentiate applicants.
- To aid in calibration, or a shared understanding of application scoring, faculty reviewers were invited to work through a sample set of applications and compare their scores. (Student representatives and other non-reviewers were excused at this point.)