

# December 2021 HCIM Committee Working Meeting Agenda

Friday, December 10, 2021 11:30 AM - 1:00 PM, via [Zoom](#) (lunches invited)

Note: Meeting will be recorded for notetaking purposes.

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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?
2. (11:35) [For adoption] [November meeting minutes](#)
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?* (Wayne)
4. (11:50) 2022 App Review Process Mechanics
  - 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

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Student reps dismissed here: Reviewers stay to work through application samples. Others are free to go.

(12:00) Demo of standard application from TerpEngage-*what's where?* (shared screen)

(12:10) Review ratings sheet and review/commenting task

(12:15) Cameras off; music on; coffee in hand; review as many as you can

(12:45) Merge spreadsheets & compare scores & debrief process (including: your primary preferred identity for “bin” assignments)

[Coming attractions](#) for future HCIM meetings

*Next meeting: Friday, February 11, 2022 at 11:30 a.m. for admissions (student members excused) - Can we book you for 2.5 hours if needed? (11:30-2)*