HCIM Program Committee Meeting for November

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

Members in Attendance:	Bill Kules (3/3), Carol Boston (3/3), Niklas Elmqvist (3/3), Joel Chan (3/3), Eun Kyoung Choe (3/3), Jeff Waters (2/2)
	Agenda and related documents here
Please bring:	None

Minutes of the Meeting:

Agenda item: Approval of minutes

The minutes of the October meeting were adopted by unanimous vote.

Agenda item: Program updates   **Presenter:**   Carol Boston

- The HCIM Program will team with visual arts for a "reverse career fair" in late March to enable prospective employers to view students' portfolios as they stand at tables.
- UXTerps is holding well-attended design sessions and speaker events and a number of students are participating in area hackathon events (including one for the U.S. Department of Education).
- The iSchool is encouraging programs to explore certificate options (minimum of 4 courses, generally online and offered in a coherent sequence). Eun Kyoung shared information about meetings she attended regarding potential for a health informatics HCI-focused certificates.

Agenda item: Approve course review process   **Presenter:**   Bill Kules

Discussion:

- Bill clarified that the course review document was intended for use in reviewing existing courses.
- The decision to review INST 630: Programming and INST 717: Internships this year arose from last year's HCIM Committee work, which drew on the competitive program analysis, student survey data, and course evaluations.
- If revisions are recommended for a course, the course review process is expected to include a syllabus template with suggested topics, readings, assignments, and a draft schedule.

Agenda item: Subcommittee reports

Discussion:

INST 717: Internships - Niklas and Carol

- Based on analysis of competitive programs, review of course evaluations and survey data, and exploration of a UNIV option that could enable international students to be allowed to work as summer interns, the preliminary recommendation is pointing to making the summer internship optional for students starting in Fall 2019. The program would support and encourage students in the pursuit of an internship, but not have INST 717 as a required course.
- Committee members are interested in developing structures to encourage and support internship opportunities, perhaps starting with surveying faculty and alums about potential contacts and opportunities and creating some type of online job board.
- The Committee is mindful that there would be implications for the INST 717 instructor and for summer revenue, which could be offset by a more robust selection of summer courses and a certificate program.

INST 630: Programming - Joel and Astha

- Based on preliminary data from students, it appears that students with some level of existing tech background find INST 630 too easy, and those with no background find it too difficult and really do want a course that is responsive to their needs.
- Initial efforts have been made to adjust assignments for students who found the course too easy when they started in Fall 2019; the goal is now to make a long-term recommendation about the course, which could include a completely new approach.
- The subcommittee will look at anonymized student evaluation data and speak with Vedat Diker, who is teaching the course for the first time this semester.

Increase Electives - Eun Kyoung and Jeff

- Eun Kyoung first looked at the current process for creating electives through a discussion with Kate. They will meet with newer faculty (Joel, Hernissa, Amanda) about the process to ensure that the process of developing new courses since the process can take 6 to 9 months. A minimum of 7-8 students is required to conduct courses. Course proposals need to start in the HCIM Committee.
- Jeff has launched a new student survey to the course wishlist created in April 2018.
- One expected issue will be matching faculty's desires to conduct research-oriented courses with students' wishlists. It's likely that we will need to find adjunct to teach the one or two top electives identified by students. Joel noted that there may be interest in more psychology courses.
- Bill noted that a third driver of courses will be what industry needs. Students might not be aware of all the needs, not all the needs are in faculty members' wheelhouses, but they are nevertheless important (e.g., Lean UX). Eun Kyoung suggested building in a mechanism for identifying industry needs, such as University of Washington's industry panels with targeted invitations to tech employers. This could be also be done with roundtables, summits, or an industry advisory board. A lighter weight way to collect the data is to gather it informally with industry contacts and/or survey them.
- Carol suggested also making connections/recommendations for electives outside of the iSchool that students will be able to access (including in Art, Journalism, Psychology, and Business).

Conclusion:

Subcommittees will present their final reports at the December meeting. Share in-progress findings for feedback as needed before then.

Action items	Person responsible	Deadline
✓ Share anonymized student eval data from INST 630 with Joel and Astha	Carol Boston	November 18
✓ Share research data from last year's work with Karen with Joel	Carol Boston	November 26

Agenda item: Process for reviewing apps for Fall 2019   **Presenter:**   Bill Kules

Discussion:

- Committee members drilled down on a draft process to be used for admissions for the coming year with a goal of admitting a diverse cohort of students with roughly equal representation in terms of backgrounds and experiences in three categories: computer science/technology; art/design; and psychology/sociology/education.
- In general, there was support for having Jeff review and organize applications that meet the threshold, and then dividing these applications randomly among the 5 committee members reviewing them (Bill, Niklas, Eun Kyoung, Tammy, Carol). Committee members will have a special meeting in January to calibrate their ratings and work out the scoring criteria then review the applications in their bundle and assign scores per category. The top X number of students in each category will be offered admission; those close to the cutoff should be reviewed to validate the selection process. A procedure for a second pass could also be employed for edge cases.
- Eun Kyoung spoke to the importance of delineating the three categories clearly. Tammy provided comments regarding being mindful of the importance of other types of diversity, including race and gender.

Conclusion:

This item will be placed first on the agenda for the December meeting.

Action items	Person responsible	Deadline
✓ Provide delineations for the three categories of applicants	Eun Kyoung	December 6
✓ Set up a special January meeting for calibration	Carol Boston	November 30
✔ Circulate updated process document	Bill Kules	November 30

Other Notes

Next Meeting: Friday, December 14, from 1:00 to 2:30 p.m. in Hornbake 4115