

HCIM Program Committee Meeting for May

May 18, 2018
10:00 AM – 11:30 AM
HBK2116

Meeting called by: Niklas Elmqvist **Type of meeting:** Monthly Committee Meeting
Facilitator: Niklas Elmqvist **Note taker:** Lacey Arevalo Sabado (5/5)
Timekeeper: Carol Boston
Attendees: Niklas Elmqvist (5/5), Carol Boston (5/5), Jeff Waters (5/5), Bill Kules(5/5), Lacey Sabado (5/5), Eun Kyoung Choe (4/5), Lindsay Sarin (4/5), Tammy Clegg (3/5)
Please read: Agenda and related documents [here](#)
Please bring: None

Minutes of the Meeting:

Agenda item: Update: HCIM Admissions **Presenter:** Jeff Waters

Discussion:

- Currently we have an incoming HCIM class of 50 students
- There is still a potential Drop from International Students (through ISSS process)
- High percentage of confirmation from students this year compared to past years
- Carol: Do we need to staff for additional sections?
- Lindsay: INST710 and INST631 may need

Conclusions:

- Prepare for the eventuality of having second sections for core courses

Action items	Person responsible	Deadline
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Agenda item: Course Updates **Presenter:** Lindsay Sarin

Discussion:

- INST 638 and INST639 → HCIM Professional Preparation and UX Tools
- No instruction of record for now → Carol is willing to do it
- Visual Design for Spring → Lindsay will put a placeholder on the special topics course code
- Visual Design Syllabus should be created from scratch (Should be industry person?)
- INST682 is still not in Testudo → Lindsay to check the status

Conclusions:

- INST638 will be available in Fall 2018 and INST 639 is going to be offered in Spring
- Carol will be the instructor of record
- Visual Design Curriculum needs to be created

Action items	Person responsible	Deadline
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✓ Put INST682 and INST 638 on Testudo	Lindsay Sarin	May 25
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Agenda item: Discussion: New Student Orientation

Presenter: Niklas Elmqvist and Bill Kules

Discussions:

- Orientation dates: August 22 afternoon and an additional day (tentative date)
- Start applying ideas from the visioning sessions (panel, industry etc.)
- Implement the self-skill inventory
- Eun Kyoung: Diverse Student Panel (thesis, capstone, domestic, international)
- Showcase of projects that students achieved (capstone, 631 project)
- Jeff: Schedule should not conflict with ISSS sessions
- Informal Luncheon or Dinner or Socials (whole cohort)
- Have a form that first years fill out to be able to match them smartly for buddies
- Eun Kyoung: Teambuilding session to build tallest structure (pasta, marshmallows, string, tapes)
- Tammy: Gathering and get together in the evening with student organization
- Bill: Design challenge

Conclusions:

- Final dates: August 22 1 to 5 PM, August 23 1 to 5 PM
- Carol will put together plans (mid-June)
- UX Terps → own the buddy system

Action items	Person responsible	Deadline
✓ Finalize Orientation Plans	Carol Boston	Mid June
✓ Organize the Buddy System c/o UX Terps	Lacey Sabado	End June

Agenda item: Update: Student Organization

Presenter: Lacey Sabado

Discussions:

- Send final charter, recruitment poster, logo next week to advisors
- Activities: socials and matching buddies before orientation
- Faculty Advisors: Eun Kyoung, Carol
- Affiliate with UXPA?

Action items	Person responsible	Deadline
✓ Finalize Feedback	Lacey Sabado	May 30
✓ Register Organization	Lacey Sabado	May 31

Agenda item: Next stages in planning for HCIM program

Presenter: Bill Kules

Discussions:

See notes from this week's session with faculty/staff [here](#)

- Bill: UX Research Methods (1 large class + GA – preferably 2nd year that's more experienced)
- Review Internship (by Fall for 2020)

- Review 630
- Revise 631 topics (Tammy, Eun Kyoung, Bill, Lacey by June 11)
- Update Curriculum Architecture - Niklas
- Gap in Electives
- 632 (Interaction Design Studio) – renumber to 711 (August 1st by Eun Kyoung)
- Lindsay: need to be done in summer for 632/711 – voted in the first committee meeting– updated by October
- Eun Kyoung: one studio model just 20 people for in depth feedback – need two sections
- UX Consultancy first steps? Hiring? Making connections with clients? - Fall
- Reverse Engineer the UX Consultancy (3 year plan?) -Fall
- Ask Brian regarding the Business Development (endorsed by Karen H.)
- Brian: phased approach (CPS) do a financial analysis (instructors, business development etc.) (Before Summer) – mid July
- Fall – consider better sequencing for better portfolio
- Doodle in mid-august - Carol

Action items	Person responsible	Deadline
✓ Revise INST631 Topics	TC, EC, BK, LS	June 11
✓ Create INST632 Interaction Design Studio Curriculum	Eun Kyoung Choe	May 31
✓ Start creating the Conceptual Project Schedule (phases) for Brian	Carol, Bill, Lacey	Mid July
✓ Send Doodle for meetings	Carol	Mid August

Other Agenda Items

Special notes:

HCIM Committee Renewal

- Retain current members
- Nominate new members (new HCIM faculty?)
- Student Representative (to replace Chris) → Should be nominated and voted
- New schedule for meetings will be set early August