

**From:** [Heather E Dillon](#)  
**To:** [Gabriela Crosby](#)  
**Cc:** [David Ross](#); [Seung-Jin Lee](#); [Troy M Dunmire](#); [Matthew Ford](#); [Zaide Chavez](#); [Emese Hadnagy](#); [Zhiquan Shu](#); [Raj Katti](#); [andfry](#); [Hee-Seok Kim](#); [Kira King](#); [Beth Jeffrey](#)  
**Subject:** RE: ME meeting  
**Date:** Monday, October 18, 2021 12:23:04 PM

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Clarification - You are all welcome to join from zoom. The room is just for those of us with cubicles, but feel free to come in person if you prefer. :)

Agenda items:

- Civil course overlap with fluids (Emese)
- Update on how new courses are going (All)
- Update on lab access (Troy)
- ABET tasks for this quarter
- Planning for recruitment this year
- Homework format and rubrics (Andy)
- Curricular elements (Matt)
- Pre-req adjustments for the major, particularly circuits (advisors)
- Other items, let me know what else we need to discuss

On October 18, 2021 at 11:41:25 AM, Gabriela Crosby ([crosbg@uw.edu](mailto:crosbg@uw.edu)) wrote:

Hi Heather,

I reserved CP (Cherry Parks) 303 conference room for your ME committee meeting tomorrow, Tuesday, Oct. 19<sup>th</sup> at 12:15pm.

Best

Gabi

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**From:** Heather E Dillon <[hedillon@uw.edu](mailto:hedillon@uw.edu)>  
**Sent:** Monday, October 18, 2021 11:09 AM  
**To:** Gabriela Crosby <[crosbg@uw.edu](mailto:crosbg@uw.edu)>  
**Subject:** ME meeting

Hi Gabi,

Can you book a conference room in cherry parks for the ME meeting tomorrow? We don't have offices so it would be nice to have a room reserved.

Could you also invite Emese to the meeting? She will be joining us to chat about some

items from civil.

Thanks,

Heather