

**School of Engineering and Technology  
ME Committee Meeting Minutes**

**November 16, 2021  
Virtual Zoom  
12:15pm – 1:15pm**

**Attendees:** Heather Dillon, Zhiquan Shu, Seung-Jin Lee, Hee-Seok Kim, Matthew Ford,

**Non-voting members:** Raj Katti, Andrew Fry, Kira King, David Ross, Beth Jeffrey, Gabi Crosby,

**Sabbatical:** Mark Pagano

**Absent:** Troy Dunmire

**Approval of the October 19, 2021 Minutes**

Motioned: Hee-Seok Kim

Seconded: Matthew Ford

In favor: 5

Opposed: 0

Abstained: 0

**Meeting Minutes**

1. Course and program community building

Andrew: I haven't met any of the ME students yet. They would see their advisor first, but I do want to mention that my doors open for office hours and if they just want to come by and say hello. Heather suggested if Andrew would visit one of our classes, so that the students had a sense of who you are. Matthew said, if Andrew wants to get it out of the way in one visit he should come to his class. The entire junior cohort is in my class and my class starts at 8am in JOY 205, so if you want to come in at 8:30am that would be fine.

Heather: There are some students who are struggling academically. Matthew experiences that to but mostly with students getting assignments done on time. Heather suggested to encourage students to work in teams, where stronger students are helping students that don't have much experience. Hee-Seok suggested that we have to investigate how many students repeating the course and then make a study group.

Beth: no concerns about the ME students at this time but we need to encourage cohort students to come in for advising.

David- program requirement: the application login is open until February and we're having lots of students expressing interest, so if we're thinking to make any changes to the application, we need to make them now so we can update the website and the open house is coming up too.

The biggest change would be the prerequisites to getting into the program whether we want to keep all of the ones that we have or remove some. Last year we basically did rolling admission and we did conditional admits. But with conditional admits it's a lot of follow up and making sure that these students actually got the grades for those courses. Hee-Seok suggested that we should keep the conditional admit for a while.

Heather: at this time we probably looking at leaving all of the prerequisites the same. We could adjust the conditional admit, but with the conditional admit, student have optimal flexibility coming into the program. Everybody decided that we keep everything the same at this time, no changes to the program requirements for admissions to the program.

2. Update on labs and equipment for winter quarter 2022

No updates

3. Electives for next academic year 2022/23

We need to over 2 in fall, winter , and 3 in spring. Please add the names /numbers to the spreadsheet so we can start to build the schedule

Heather: we need to offer for the first cohort of students one elective in each quarter and then two electives in the spring to give them at least some balance of choice. And we need to have two electives in the fall. Please look at the spreadsheet and update right now.

4. Update on fluids course with CE

Heather connected with CE-Emese to check on the fluid class and CE faculty decided to have their own class. What that means for ME for the immediate future, that we will not make any changes to the courses or the labs sequencing. We can make any changes after ABET, having the fluids class in the senior year instead of the junior year.

5. How do we want to handle the FE review course next year?

How do we handle the FE review? Heather suggested to have prerecorded review videos and then a set of review problems that are multiple choice, like the same format as the fb that are made available to students that have a canvas course. But we do need to prepare the students for the FE exam and also encourage them to take it. We could offer a zero credit class

6. How do we want to handle students design spine portfolios?

The students going to have a really nice video from their project that they could showcase on a design portfolio website. Students could get a free account on the Portfolium Network, where the students can showcase their projects. Heather and Matthew will take the lead and show the students how to set it up and up upload their project and then other people can tag along with their assigned projects. Andy suggested to upload it to YouTube and have they then linked in to the Portfolium, so it creates like a digital resume for the student.

7. Other items

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