

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

**January 12, 2022
Virtual Zoom
12:15pm – 1:15pm**

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

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

Sabbatical: Mark Pagano

Absent: Troy Dunmire, Andrew Fry

1. Motion: To approve the minutes from December 14, 2021
Moved: Heather Dillon, Seconded: Matthew Ford
Eligible to vote: 5, In favor: 5, Against: 0, Abstained: 0, Absent: 0
2. Motion: To approve changes to TME 403, proposed by Seung-Jin Lee and Jeff Walters
Moved: Zhiquan (Andy) Shu, Seconded: Zhiquan (Andy) Shu
Eligible to vote: 5, In favor: 5, Against: 0, Abstained: 0, Absent: 0
3. Student clubs (management)
Heather: We got approval through the UWT student's organizations group for our SWE chapter and it's now official that we're having a new Society of Women Engineers (SWE) Engineering Club. We do not have approval from the national level yet. More discussions are needed on how to manage students clubs, particularly around smaller programs. Heather will start a Google document (for more team discussions) on which of the competitions we would be most excited about pursuing and which ones are within the scope for the capstone experiences versus clubs and how we will be managing that.
4. Guidance of ABET course assessment
Heather reviewed the ABET course assessment mapping process: The detailed learning objectives are based on the textbook, and the outcome needs to be applied to all detailed learning objectives for each chapter in the textbook. Heather displayed a template on how to fill it out.
5. Scholarships updates and planning
Andy Shu's proposal made it through the RRF and was funded.
The proposal title:
-Long-term Cryopreservation of Organs by Verification and Electromagnetic Rewarming for Organ Banking and Transplantation-
Congratulations to Andy!!!!
6. Other items from the team
Beth reminded ME faculty that all the advisors are here to work collaboratively with staff to support students. If any student issues arise please feel free to contact advisors.
Matt suggested that students would feel better if the advisors would reach out to the new ME cohort and introduce themselves and advisor agreed to do that.