

School of Engineering and Technology
CE Committee Meeting Minutes
January 18, 2022
Virtual Zoom
12:20 pm – 1:20 pm

Attendees: Emese Hadnagy, Lorne Arnold, Jeffrey Walters, Angela Kitali

Non-voting members: Raj Katti, Joel Baker, Kira King, David Ross, Andrew Fry, Gabi Crosby

Absent: Beth Jeffrey (vacation)

1. Motion: To approve the minutes from December 13, 2021

Moved: Angela Kitali, Seconded: Lorne Arnold

Eligible to vote: 4, In favor: 4, Against: 0, Abstained: 0, Absent: 0

2. Updates:

- a. CE curriculum proposals (feedback from Settle campus curriculum committee) - Emese
For construction engineering, a prerequisite for admission to the program is supposed to be an actual course (currently the prerequisite is the following text: “admitted into the civil engineering program”), updates will be made on this issue.
The only proposal that was sent back was the new foundation engineering technical elective course. We listed this course as a replacement for an existing elective and the curriculum committee requested that we modify this to the following: retire/delete the original course and enter foundation engineering as a new course (and not as a course modification). This proposal will have to go through the Tacoma campus curriculum committee first and then moved to Seattle. This timeline change will not be a problem because this course is a senior elective and therefore it’s not offered next year.
- b. CE program promotional video - Emese
Civil Engineering faculty is working with Haneen (SET Marketing and Recruiting Specialist) on a video introducing the program. Hopefully the video will be done by mid-February and can be used in the spring to promote the program to students.
- c. Position searches - Emese
Two position searches are happening. One search is for the CE Assist. Teaching Professor position and the other is for the CE Lab Manager. Currently we are reviewing applications and conducting initial screening interviews via Zoom for the Asst. Teach. Prof. Position. Unfortunately, we haven’t received any applications for the Lab Manager position yet. Please spread the word to anyone you might know, and we will do more paid advertisement as well.
- d. CCRI grant with Highline College - Emese
The grant proposal has been submitted in collaboration with Highline College. Kira King (undergraduate advisor and UWT team co-lead) is part of the team and we also have two additional SET faculty (Matt Ford from ME and Jie Sheng from computer engineering) as well as staff members from UWT admissions and institutional research. The goal of the grant is to examine the experiences of engineering transfer students specifically from

Highline College. If funded, this work will help elevate students experiences who are transferring from other institutions as well.

e. New staff – undergraduate recruiter - David

We do have a finalist that has been offered the job. Zaide is working on getting a start date and approval through HR. Anticipated start date would be February 7th if all goes well. Then we will have officially somebody who can start doing active recruiting for us.

3. Minor Construction Management - Emese

We are in collaboration with UW Seattle to create a minor in construction management at UW Tacoma. We don't have all the details yet. We are evaluating which UWT civil engineering courses would be acceptable as equivalencies to the courses in the minor in order to reduce the overall number of courses students would need to take. UW Seattle is also working on increasing the number of online course offerings, or converting the existing format in different sections that would give students the opportunity to participate remotely.

Input was sought from the UWT advising team with regards to minors pursued by SET students in general. It was discussed that for most students it would be challenging to complete a minor while in the program (even though possible and our top students might be able to do this), because of the increased workload associated with the minor. It was also noted that pursuing a minor prior to enrolling in a SET program, typically to bridge a time gap, would likely be a more attractive option for some students. While academically this is not how minors are typically designed (i.e. most commonly students pursue a minor during their junior and senior years), it was acknowledged that this alternate model could benefit some of our students. Joel raised a concern that a potential issue with this model could be that we could lose some students from our program if while pursuing a minor they decide to shift direction and pursue a construction management degree instead of civil engineering. We all agreed that if this minor is established, this will need to be monitored.

4. Application and admission process for CE program-continued discussion

Last time we talked about the process of how we should structure the admission process for the program and we discussed that there is a numerical part of the review that the advising team can handle easily. We also discussed how various SET programs handle the admission process slightly differently in terms of faculty involvement or the essay requirement. A discussion ensued on the latter requirement and it was noted that students already needed to submit such a document (even though without civil engineering specific content) with their UWT application packet. This essay, however, is not automatically accessible during the civil engineering admission process. We discussed whether requiring students to submit a second essay would present a barrier for students to apply. Raj shared with us the results of a study that suggested that can be the case as one institution saw a significant increase in the number of applications when they eliminated the essay requirement. As students still need to submit an essay with their UWT application, we decided to eliminate the essay requirement for the major admission. However, for borderline applications, which based on the advising team's experiences is not a large number of cases, we will maintain the possibility of asking applicants to supplement their applications with an essay to make their admission chances stronger. Wrapping up the discussion on the overall program admission process we decided that since we are eliminating the essay requirement, we will follow the following format: the advising team will process applications, most of which are expected to be straightforward cases, and they will consult with the program chair if borderline cases emerge.