

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

**February 16, 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, Noelle Wilson
Troy Dunmire, Gabi Crosby,

Sabbatical: Mark Pagano

Absent: Andrew Fry

1. Motion: To approve the minutes from January 12, 2022

Moved: Zhiquan (Andy) Shu, Seconded: Matthew Ford

Eligible to vote: 5, In favor: 5, Against: 0, Abstained: 0, Absent: 0

2. Course change updates and planned new classes. TCORE course, CURE courses, etc.
Heather: Curriculum changes pending – we have a draft syllabus from SJ Lee TCORE, entry level (5 credit) class that would allow pre-engineering students to get engaged in some engineering topics. It's definitely meant to be open to all pre majors. The class proposal still has to go through a couple more cycles of liberation before it moves into the full course proposal process. Proposed offering this class, by next academic year (2022/23).
SJ: the class is modeled (at least this class) around coffee but the syllabus together to be a kind of dynamic in terms of well or adaptable towards anyone who teaches it.
Raj: We should have only one class, that should be the TCORE-Intro to Engineering and it should cover all the engineering programs we are offer, so this syllabus is great but it should be approved by all the engineering programs we have. We need input from them so that they are happy with this covering whatever they think should be covered in this.

Heather: Just an update about a broader project.

CURE courses – Course based Undergraduate Research Experiences

Jeff Walter (Civil Engineering Program) just got funding for some CURE's. ME is trying and offer at least one VURE course next academic year which will be structured as a course based undergraduate research experience. The course research experience will later on manifest for the current cohort of juniors as possible elective next academic year.

Heather: The junior cohort of students have anxiety about finding summer internships. One option would be to might run (Jeff Walter's) research course this summer, which would be natural because a lot of faculty is doing their research in the summer anyway.

3. Planning for the ME Advisory Board Meeting. What do we want to share/discuss with team?

Heather: In our typically academic year we're meet with our advisory board in late spring. So, not this academic year, but the following academic year we try and line it up on the same day when we're having some capstone presentations or industry folks can participate in that.. We have one more year before that happens and we need to think

about what sort of things you might want to share with them. This year I would like to invite a couple of students to share what their experience in the program has looked like, for the first year. Any nominations for student's speakers, but also other agenda items for the Advisory Board.

Troy: It would be beneficial to keep the channels open for feedback from industry, on what they feel is lacking, so that they know we're interested in adapting to fulfill what the industries are needing.

Heather: Meeting with industry Friday, April 15th, via Zoom.

4. ABET Task. Emese has asked us to consult with Goda and other chairs about our course assessments to make sure they align with SET work. Volunteers needed.

Heather: we need to connect with Bryan and Max to just having them to look at our materials and tell us if they think it matches up with what they are doing, or if they have any feedback.

If we need to change some of these documents what we've been using, we need to do it before the next academic year. Matthew and SJ volunteered to gather feedback from Max and Bryan about our course based assessment documentation.

5. Scholarships planning/discussions/updates (Raj has asked us to discuss at each meeting)

Hee-Seok wants to echo KaYee's email, we will have to research showcase on April 22nd And we have a high number of good and high quality of abstracts for the presentation. We're ready to publish them. Heather is planning to invite the advisory board to that symposium for extra representation.

6. Other items and announcements

David: The application for the major open last week. He will start assign application to review. So, please be on the looks out for that.

Beth: There's a lot of mechanical engineering prospective students coming in and a fair number of women, which is really exciting.

Heather: Our SWE chapter got approval from the national headquarters. We're going to send it to Haneen for a photo spread on our three female students that made that happen.