

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

**March 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, Andrew Fry, Gabi Crosby,

**Sabbatical:** Mark Pagano

**Absent:**

**1. Motion: To approve the minutes from February 16, 2022**

Moved: Zhiquan (Andy) Shu, Seconded: Hee-Seok Kim

Eligible to vote: 5, In favor: 4, Against: 0, Abstained: 0, Absent: 1

**2. Teaching and Research shares. Try to bring one cool item to share with the team.**

Andy: Would it be possible to merge the two section of TME 373 together into one section for spring quarter, because the total number is below 20. Beth said she will contact the students in the low enrolled section and get them to move to consolidate all students in one section

**3. Course change updates and planned new classes.**

- **TME 402 FE Review Course.** New class being added to mirror the class in civil engineering. We need our own class since we will be reviewing different material in the spring section.

Motion To approve:

Moved: Matthew Ford, Seconded: Hee-Seok Kim

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

- **TME 391 Seminar Course (1 credit).** We need to add a 1 credit version of the seminar since the winter term for juniors is too full. Right now they would need to pay extra tuition to participate in the seminar. *This change was requested by the advising team.*

Motion To approve:

Moved: Matthew Ford, Seconded: Hee-Seok Kim

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

- **TCORE course- vote to move forward.** We discussed this during our last meeting. Civil and electrical chairs have now reviewed and we need to vote. The class will serve as an entry point for possible non-majors in the first year. The class does not count towards the degree requirements in ME, but it would count toward general UWT requirements.

Motion To approve:

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

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

- **TME 433/435.** We are removing the lab from heat transfer and moving it to thermal system design. We are doing that so the students will only have one laboratory class in fall of senior year. This change was approved last year by the faculty, but since the labs are not shown in the syllabus we missed it in the course change process.

Motion To approve:

Moved: Seung-Jin Lee, Seconded: Hee-Seok Kim

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

- **Shifting circuits to a graduation requirement rather than a prerequisite.**  
Since the circuit's course is only a prerequisite for Mechatronics in the senior year, we are shifting the circuit's course to a graduation requirement rather than an admission prerequisite. This will allow students to take the circuit's course during the second summer of study (if needed) rather than waiting an additional year to start the program. *This change was requested by the advising team.*

Motion To approve:

Moved: Matthew Ford, Seconded: Seung-Jin Lee

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

**4. ABET Task. Updates to our ABET material?**

Heather: All course-based assessments for winter classes that we're wrapping up now after all grades are turned in, make sure you're saving homework, quizzes, and projects or exams from students, don't just save the projects. We need to have electronic copies of everything, so please organize the material in the correct folders.

Matt: After chatting with Max (electrical engineering) and Bryan (IT/CSS), they are assessing outcomes differently from each other, electrical engineering is doing a performance indicator approach which requires a lot of administrative complexity at some level. And IT/CSS is doing a mapping of courses to outcomes. And then, for each course the instructor picks a couple assignments that are relevant to that outcome, and they just report average assignment for that course.

That's not the approach we are doing. Max's feedback on approach was just that it's important that there is some consistency between instructors and it's much more difficult to document that consistency unless you're going with the performance indicator approach. More collaboration with faculty who are actually doing that in their classes is needed to be as consistent as possible with electrical engineering. We need to get their rubric and their performance indicators and see how much we can adapt.

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

No updates.

**6. Other items and announcements**

No updates.