

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

**April 20, 2022
Virtual Zoom
12:15pm – 1:15pm**

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

Non-voting members: David Ross, Beth Jeffrey, Noelle Wilson, Troy Dunmire, Gabi Crosby,

Sabbatical: Mark Pagano

Absent: Zhiquan (Andy) Shu

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

Moved: Matthew Ford, Seconded: S.J. Lee

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

2. Vote on appointment of Ruidong Ma as Adjunct Instructor for academic year 2022-23

He will be teaching TME 412 - Introduction to Cryo-Biomedical Engineering in the Fall quarter 2022.

Motion To approve:

Moved: Heather Dillon, Seconded: Hee-Seok Kim

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

3. Course change updates and planned new classes. Vote on new elective for Mark Pagano

We need to approve the syllabi TME 436 – Powerplant Systems now so it can go through the APCC process. He will teach the class in the spring of 2023.

Syllabi:

https://docs.google.com/document/d/13diXiVuf_RwQhlpHpdzWaWgV8J3rHHUGTjQNt7ShJU/edit?usp=sharing

Motion To approve:

Moved: Matthew Ford, Seconded: Seung-Jin Lee

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

4. New performance indicators proposed by ABET Committee (Matt, SJ, Heather, Emese)

Heather: The new challenge for most institutions is moving towards performance indicators, as a better way to assess student outcomes. ABET really made it clear that they are checking for the correct utilization of the verbs in the oral and written categories. Heather suggested to go with Cornell and make two rubrics. One for oral presentation and one for written. We will look through this with the Advisory Board as well and see if they have any suggestions of what we should focus on. We will add those suggestions to our assessment. We will officially vote as a program after we receive the suggestions from the Advisory Board.

- 5. Final planning for ME Advisory Board Friday, April 22nd, 9:00am-10:30am, CP 303 and on Zoom**

Agenda:

<https://docs.google.com/document/d/1IQu23Slg05WzAgfnzat4L3jftJPfktMwRVNTRdDCg/Ls/edit#heading=h.2hrs2pezpkyy>

- 6. New meeting time since Andy has class on Wednesday at lunch.**

Everybody agreed to move the last meeting of this academic year to Friday, May 13th at 11am.

- 7. Advisors update**

David: Admissions update; we have 10 admitted who have accepted their offer and 6 that are currently in review. We will be assigning applications for review as they come in. Many students will wait to apply for the program until they have completed their prerequisites at the end of spring quarter.

- 8. Scholarship planning/ discussions/updates**

Not discussed