

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

**May 13, 2022  
Virtual Zoom  
12:15pm – 1:15pm**

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

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

**Sabbatical:** Mark Pagano

**Guest:** Angela Kitali, Jeff Walter – Civil Engineering faculty

**Absent:**

**1. Motion: To approve the minutes from April 26, 2022**

Moved: Matthew Ford, Seconded: Hee Seok Kim

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

**2. Teaching & Research shares. To bring one cool item to share with the team.**

ME faculty shared their research items.

**3. Enrollment Update (12 accepted, 6 admitted/pending). Recruitment ideas?**

David: We have 14 accepted and four haven't accepted the offer yet, so we're up to 18 now.

Noelle: The next recruiting event at TCC is scheduled for May 25<sup>th</sup>. Matt Ford and other faculty members from other SET programs are going too, to talk with prospective students about research and their expertise in specific areas of study. Matt suggested that it would be a great idea to bring along current Set students to the recruiting events. Kira and Noelle are connected with Highline CC, Olympic College, SPSCC and Clark College. Noelle and Matt will reach out to students who might be interested to attend.

**4. Budget discussion/timeline for new equipment and hiring.**

Heather: Raj is in the process of trying to request additional funds from our leadership team mostly to support civil engineering, but also for our new labs in the Milgard building and a new faculty line for mechanical engineering. Do the lack of funding from the state we do not have permission to hire next year. If faculty has any equipment's they want to purchase now or in the future, please send all request to Heather to create a list. At least the campus is aware of that and they will have a good sense of the timeline for other budgets.

5. **Discuss/Vote on moving forward direct admission for mechanical engineering. This would be no more than 15 students per year for the first round of the program. Details of the proposal**

Heather: Students will be automatically coded as pre-mechanical engineering students and after they completed all prerequisites they will be direct admitted into the major without having to do a separate application process once they've met all prerequisites.

**Motion: To approve ME direct admissions**

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

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

6. **Course change updates and planned new classes. Need to vote on a new elective for research methods course.**

TME 489 is open to all engineering students who are doing research with faculty. The course should be taking in the fall of their senior year.

**Motion: To approve new elective TME 489 – Research Methods**

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

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

7. **Review new performance indicators proposed for ABET outcomes 1&2 for assessment this spring.**

Heather: All of our formal data collection for ABET will be collected next year, but at this point we only collecting preliminary data from spring quarter (maybe winter too). The next meeting will be June3rd to talk about the first couple outcomes and what we need to change and then to finish doing the assessment for spring courses.

8. **Scholarship planning/ discussions/updates**

Not discussed