

**From:** [Heather E Dillon](#)  
**To:** [Seung-Jin Lee](#); [Zhiquan Shu](#); [Hee-Seok Kim](#); [Matthew Ford](#)  
**Cc:** [Gabriela Crosby](#); [Raj Katti](#); [David Ross](#); [Beth Jeffrey](#); [andfry](#); [Kira King](#)  
**Subject:** ME Meeting tomorrow  
**Date:** Tuesday, March 15, 2022 3:52:15 PM

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Hi all,  
Hope the exams are going well, I just finished mine. Tomorrow will be focused mostly on voting tasks for the curriculum with a bit of ABET thrown in for fun. See you soon.  
Heather

Agenda items:

- Vote on prior meeting minutes.
- Teaching and Research shares. Try to bring one cool item to share with the team.
- Course change updates and planned new classes. [We need to vote on each of these \(syllabus for each in the folder\):](#)
  - TME 402 FE Review Course. New class being added to mirror the class in civil. We need our own class since we will be reviewing different material in the spring section.
  - TME 391 Seminar Course. 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.
  - TCORE course. 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 toward the degree requirements in ME, but it would count toward general UWT requirements.
  - TME 433/435. We are removing the lab from heat transfer and moving it to thermal systems design. We are doing this so that 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.

- Shifting circuits to a graduation requirement rather than a prerequisite. Since the circuits course is only a prerequisite for Mechatronics in the senior year, we are shifting the circuits course to a graduation requirement rather than a program prerequisite. This will allow students to take the circuits 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.
- ABET Tasks. Updates to our ABET materials?
  - Suggestions from other units? [Matt and SJ]
  - Please start your course assessments for winter classes now.
  - Please include homework, quiz, and project examples from at least three students in the folders (not just projects).
  - Please update syllabus as needed if that was recommended. Just don't change the ABET outcomes tied to your course.
- Scholarship planning/discussions/updates (Raj has asked us to discuss at each meeting)
- Other items and announcements