

From: [Heather E Dillon](#)
To: [Zhiquan Shu](#); [Seung-Jin Lee](#); [Hee-Seok Kim](#); [Matthew Ford](#)
Cc: [Gabriela Crosby](#)
Subject: ME Meeting Agenda
Date: Tuesday, April 19, 2022 4:30:22 PM

Hi all,
Planned topics for tomorrow. Let me know if you have additional items.
Heather

Agenda items:

- Vote on prior meeting minutes.
- Teaching and Research shares. Try to bring one cool item to share with the team.
- Vote on appointment of Ruidong Ma as Adjunct Instructor. [Teaching demonstration](#).
- Course change updates and planned new classes. Need to vote on [new elective for Mark Pagano](#).
- New performance indicators proposed by ABET Committee (Matt, SJ, Heather, Emese).
- Final planning for ME Advisory Board Friday. [Agenda link](#).
- New meeting time since Andy has class on Wednesday at lunch.
- Scholarship planning/discussions/updates (Raj has asked us to discuss at each meeting)