

School of Engineering and Technology
CE Committee Meeting Minutes
October 14, 2022
Virtual Zoom or MDS 312
<https://washington.zoom.us/j/92527726645>
9:00 am – 10:00 am

Attendees: Emese Hadnagy, Lorne Arnold, Jeffrey Walters, Angela Kitali, Joel Baker

Non-voting members: Raj Katti, Kira King, Noelle Wilson, Gabi Crosby

Absent:

1. Motion: To approve the minutes from September 22, 2022
Moved: Lorne Arnold, Seconded: Angela Kitali
Eligible to vote: 5, In favor: 5, Against: 0, Abstained: 0, Absent: 0
2. Updates from advising team (recruitment & application)
 - a. Updates from teams
 - i. Thanks for help getting Noah into courses! He is very appreciative
 - ii. Helpful to start thinking if there are any requested updates to the application.
Currently only based on academic coursework. Some other programs have optional personal statements or spaces to upload a resume. We do not have to do this, but it is an option if you all want.
 - iii. If you have academic concerns about students in your courses, please let Kira know.
 - b. Updates to **WCERTE advising sheet**
 - i. Physical Geology (additional lab science course) → graduation requirement
 1. We will create a list of courses that we'll accept for students outside of Physical Geology
 2. Program chair will need to approve new additions to the list

Motion: To approve

Moved: Emese Hadnagy, Seconded: Lorne Arnold

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

- ii. Programming (currently) and Applied Numerical Methods (proposed addition) courses
 1. Applied Numerical Methods course is accepted by Mechanical Engineering and preferred by UW Seattle. Requires higher level math than TCSS 141/ 142 (our current requirement) so students taking this course will be prepared for our program.

Motion: To approve

Moved: Emese Hadnagy, Seconded: Angela Kitali

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

- c. Transfer course tracking
 - i. Emese and advisors created a process to track any transfer course that is not already equivalent. Advisors will email the syllabi to appropriate faculty for review and update our Excel document. This also ensures we are tracking our transfer coursework prior to ABET accreditation.
 - d. ACCESS seniors (course auditing) → <https://www.tacoma.uw.edu/registrar/access-program>
 - i. Access students are senior citizen students who have to be over sixty-five and can join a class with instructors' permission, based on space availability.
 - ii. Access students attend classes on an audit basis as a non-matriculated student status. Auditors may not participate in class discussion, take test, or submit papers and not allowed to participate in any assessment. They are simply supposed to sit in and observe.
3. Program updates/ announcements:
- a. Civil engineering lab manager search still ongoing
 - b. ABET documentation

Make sure to save/scan in all student work (exams, assignments) so that we have copies for ABET assessment. Have students submit assignments on Canvas.
 - c. SET Faculty Council → provide feedback on Council priorities for AY2022.2023
https://docs.google.com/document/d/19knoXBnQWZvxLhraZC2HvJr1pMJ_AIQm/edit
 - d. Other committee updates:
 - i. SET Research Showcase Committee
 - ii. SET Direct Admission Committee:
 - 1. Provide feedback on website (email comments to Emese):
<https://www.tacoma.uw.edu/set/freshman-direct-admission-program>