

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

**September 22, 2022
Virtual Zoom
10:00am – 12:00pm**

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

Non-voting members: Raj Katti, Kira King, Beth Jeffrey, Noelle Wilson, Troy Dunmire,

Absent: Gabi Crosby

1. Motion: To approve the minutes from May 13, 2022

Moved:

Eligible to vote: 6, In favor: , Against: , Abstained: , Absent:

2. Start of Year Remarks - Raj

3. Summer updates – All. Try to bring one photo to share about your summer adventures (staff and faculty!)

4. Update on Enrollment - Kira

5. Recruitment/Retention Planning – Noelle, Kira, Heather

- More MESA visits planned this year.
- Hiring student ambassadors

6. Vote on changes to pre-reqs.

- a. TME 480 (Current Co-requisite: TME 443- suggest removing or replacing with a course from the Junior year)
- b. TME 412 (TME 433 should be a co-requisite rather than pre-requisite)
- c. TME 441 (add E E 215 for transfer students)
- d. TME 373 (currently is 342- suggest making it a co-requisite or replacing with another course from Winter/ Spring)

a. Motion: To approve Pre-requisite change for TME 480 (remove prerequisite TME 443 and replace with TME 342)

Moved: Andy Shu, Seconded: Matthew Ford

- Eligible to vote: 6, In favor: 6, Against: 0, Abstained: 0, Absent: 0
- b. Motion: To approve Pre-requisite change for TME 412 (remove prerequisite TME 443 and make it a co-requisite)
Moved: Mark Pagano, Seconded: Andy Shu
Eligible to vote: 6, In favor: 6, Against: 0, Abstained: 0, Absent: 0
- c. Motion: To approve to add EE 215 to TME 441 (adding a second prerequisite for transfer students)
Moved: SJ Lee, Seconded: Matthew Ford
Eligible to vote: 6, In favor: 6, Against: 0, Abstained: 0, Absent: 0
- d. Vote - Tabled

7. **Projects and plan for Capstone Sequence – Mark and Heather**

Current Capstone project description:

1. **Revolving Overhead Windmill (ROW).** RIC Project, to design a prototype system for a more cost-effective large-scale offshore wind installations. Faculty advisor (s): Pagano/Kim, Industry Advisor: Mithra Sankrithi
2. **Schlieren Experiment Design.** This is a project to build a laboratory experiment set-up for a new ME Lab in Milgard Hall. Schlieren photography is similar to the shadowgraph technique and relies on the fact that light rays are bent whenever they encounter changes in density of a fluid. Schlieren systems are used to visualize the flow away from the surface of an object. Faculty Advisor (s): Shu/Dillon.
3. **Switching Devises for Indoor Air Quality Sensors.** Faculty Advisor: Dillon, Industry Advisor: Dr. Casey Quinn
4. **SAE Aero Design Competition:** <https://www.sae.org/attend/student-event/sea-aero-design-west/about> [sae.org] Faculty Advisor: Ford, Industry Advisor: Justin Roberts

8. **Teaching and Research shares. What are you most excited about tackling this year?**

9. **ABET Reminders – collecting data and using the new performance indicator rubrics**

- Heather is meeting with individual faculty

10. **ABET draft report – writing tasks**

- Heather showed draft document

11. **Planning for graduate program**

- Run out of time – not discussed

12. **Other items?**