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To: [Gabriela Crosby](#); [Hee-Seok Kim](#); [Seung-Jin Lee](#); [Mark A Pagano](#); [Matthew Ford](#); [Zhiquan Shu](#); [Raj Katti](#); [Kira King](#); [Noelle Wilson](#)
Subject: Agenda for the ME Meeting
Date: Tuesday, September 20, 2022 9:13:06 PM

Hi All,

Just a sending our agenda for Thursday (on zoom). Please let me know if you would like to add anything. We will try to take a short break in the middle somewhere.

If you are on campus Thursday we will plan to have an optional lunch together right after the meeting – pizza perhaps? Staff are welcome to join us!

Heather

Agenda items:

- Vote on prior meeting minutes.
- Start of Year Remarks - Raj
- Summer updates - All. Try to bring one photo to share about your summer adventures (staff and faculty!)
- Update on Enrollment – Kira
- Recruitment/Retention Planning – Noelle, Kira, Heather
- Vote on changes to pre-reqs.
 - TME 480 (Current Co-requisite: TME 443- suggest removing or replacing with a course from the Junior year)
 - TME 412 (TME 433 should be a co-requisite rather than pre-requisite)
 - TME 441 (add E E 215 for transfer students)
 - TME 373 (currently is 342- suggest making it a co-requisite or replacing with another course from Winter/ Spring)
- Projects and plan for Capstone Sequence - Mark and Heather
- Teaching and research shares. What are you most excited about tackling this year?
- ABET Reminders - collecting data and using the new performance indicator rubrics
- ABET draft report - writing tasks
- Planning for graduate program
- Other items??