

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

October 21, 2022

Virtual Zoom

<https://washington.zoom.us/j/98135773444>

10:00am – 11:00am

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

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

Absent:

1. Motion: To approve the minutes from September 22, 2022

Moved: Mark Pagano, Second: Andy Shu

In favor: 6 Against: 0 Abstained: 0 Absent: 0

2. Start of Year Remarks - Raj

- 10-year review for SET is conducted internally from UW
 - Evaluates quality and climate within our school
 - Goal is to solicit advice about what strategies we can use to get to where we want to go to
 - In Winter/ Spring Raj will sit down with the reviewers to determine the 4 questions we want to ask
 - A self-study will be created once we have the 4 questions solidified
 - For recommendations on internal reviewers, please share with Heather
 - They look carefully at conflict of interests. Faculty should look through the list of potential reviewers carefully (this is harder for internal UW reviewers)

3. Teaching and research shares. What is going well? What is a challenge?

- a. Mark: capstone is going great. Projects have been assigned already and students are getting started. Students know who to go to for what. Appreciation for the faculty advisors helping with the projects and knowledge from previous coursework.
- b. Matt: Attended Frontiers in Education Conference in Sweden. Mostly focused on engineering and computing education this year. Paper was well received.
- c. Noelle (recruitment): Green River visit with 8 students, Highline College visit this week with 50 students at their club fair. Bellevue and SPSCC visits coming up soon. Field trip with Kira to SJ's TCORE 102 class, which was a highlight!

- i. Freshman Direct Update
 1. Leadership in Enrollment Services are not supportive of starting freshman direct this year. The staff we need help with from Enrollment Services are happy to help get the data information we need from them.
 2. Heather is happy to meet with Shannon Carr from Enrollment Services and reiterate this is in alignment with JEDI's work.
 3. We will admit 30 students into Freshman Direct for Autumn 2023.

4. Reminder about community ACCESS students

- a. Not same as Access in STEM ☺
- b. If you get a request about having an Access student join your class, please talk to Heather and/or Kira. You can always talk with Angela about her experience this quarter.

5. Vote on changes to pre-requisites

- TME 373 (currently has TME 342 is a pre-req, but they are taught the same quarter- suggest making it a co-requisite or replacing with another course from Winter/ Spring)

Motion: To approve Motion to update the TME 373 pre-req to be TME 341 instead of 342

Moved: Matt Ford, Second: Hee-Seok Kim

Eligible to vote: 6, In favor: 6 Against: 0 Abstained: 0 Absent: 0

6. Vote on additional part time faculty member Dr. Cassey Quinn. CV

[Quinn Casey CV Oct 2022.pdf \[drive.google.com\]](#)

- Discussion of why UW hiring process takes as long as it does
- Reminder from Troy about the importance of not letting part time faculty members take the place of adding another full faculty funding line as programs grow and that schedules vary each quarter for adjuncts.
 - Heather mentioned the budget allows for 1 part time faculty for 1 class each year- which is funded through a grant course release

Motion: To approve and hire Dr. Casey Quinn as part time faculty addition to ME

Moved: Andy Shu, Second: Matt Ford

Eligible to vote: 6, In favor: 6 Against: 0 Abstained: 0 Absent: 0

7. ABET Reminder – collecting data and using the new performance indicator rubrics
[ABET Checklist for Instructors \[docs.google.com\]](#)

- Heather has officially met with all faculty regarding ABET data collection
- Heather created a checklist that you need think about before, during, and after classes (shared document in the chat). Walked faculty through the table created and how to use it.
 - Reminder to go back and do it for Spring 2022 as well
 - Mapping is to each individual student. Student to PI mapping (not class to PI mapping)
 - Gradescope is a great resource to do this
- Reminder - Send Gabi your books to buy.
 - ABET reviewers like to have 2 physical copies (but faculty can also use virtual textbooks)

8. Milgard Ribbon Cutting – lab descriptions/highlights
[ME Lab Descriptions \[docs.google.com\]](#)

- In early November
- Faculty asked to add to the lab descriptions and events (on Google Doc provided by Heather)
- Photos with students in them are appreciated
- Discussion on adding to the Program Highlights portion

9. Reminder about teaching observations

- Schedule these for at least once a quarter
- Folks going up from promotion should get someone from their promotions committee (ideally someone outside of ME who is a senior faculty member)
- Recommended be 1:1- they come observe you and you observe them
- Call for the campus teaching squares program just came out

10. Other updates

- Robot presentation on Wednesday, October 26th at 3:30pm, Matt Ford's lab class

11. Table for next time

- Planning for graduate program
- New electives/courses reminders. We need a syllabus for anything new you want to offer next year.
- Scholarship planning/discussions/updates