

**From:** [Heather E Dillon](#)  
**To:** [Mark A Pagano](#); [Hee-Seok Kim](#); [Zhiquan Shu](#); [Seung-Jin Lee](#); [Matthew Ford](#)  
**Cc:** [Gabriela Crosby](#); [Kira King](#); [Noelle Wilson](#)  
**Subject:** Agenda  
**Date:** Thursday, October 20, 2022 11:05:27 PM

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Hi all,  
Sorry to get this out late, distracted by all the grading! :)  
Let me know if you need to add any items.  
See you tomorrow at 10am on zoom,  
Heather

Agenda items:

- Vote on prior meeting minutes.
  - Teaching and research shares. What is going well? What is a challenge?
  - Reminder about community ACCESS students
  - Vote on changes to pre-reqs.
    - 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)
  - Vote on additional part time faculty member, Dr. Casey Quinn. CV [Quinn\\_Casey\\_CV\\_Oct\\_2022.pdf \[drive.google.com\]](#)
  - ABET Reminders - collecting data and using the new performance indicator rubrics [ABET Checklist for Instructors \[docs.google.com\]](#)
  - Reminder - Send Gabi your books to buy.
  - Milgard Ribbon Cutting - lab descriptions/highlights [ME Lab Descriptions \[docs.google.com\]](#)
  - 10 year review for SET
- Reminder about teaching observations

- 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