

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

November 18, 2022

Virtual Zoom

<https://washington.zoom.us/j/99353311987>

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, Troy Dunmire, Gabi Crosby

Absent: Noelle Wilson

1. Motion: To approve the minutes from October 21, 2022

Moved: Matt Ford, Second: SJ Lee

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

2. Teaching and Research

- Teaching and research shares. What is going well? What is a challenge?
 - Matt: having fun with SAO(?) aero team. Retired engineer from Boeing came to class and shared plane design info with students
 - Mark: Tours with Boeing and Globe these past few weeks

3. Voting TME 332 pre-requisite

- TME 332 pre-requisite update. Currently TME 331 and TMATH 324. Propose adding MATH 224 as an option so transfer students can register into the course on their own. (KK 11.7.22)

Motion: To approve adding MATH 224

Moved: Mark Pagano, Second: Andy Shu

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

4. Voting: TME 390 becoming a variable credit course.

Motion: To approve TME 390 as variable credit course

Moved: SJ Lee, Second: Hee-Seok Kim

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

5. Reminder: Please complete your FE review video assignments by the end of

Thanksgiving break. [TME 402 - FE Review Topics \[docs.google.com\]](https://docs.google.com)

- If we can make videos once, we can re-use them for several years
- Matt shared PDF Gabi purchased in the Zoom chat
- Request from Heather to not use practice review questions from Matt's pdf in faculty videos
- These videos are designed to help students navigate the FE prep book
- Class will be run in Winter and Spring. 2nd FE video round is due in February

6. Reminder: Please make sure you are saving student work and assessing each student for each performance indicator in your courses this term.
 - This is for ABET assessment data
7. Service spreadsheet for ABET and equity. [ME Faculty Service Activities \[docs.google.com\]](#)
 - Faculty Council is addressing workload this year
 - Studies show that if you ask for volunteers, the same people volunteer. Instead there should be a database that shows the workload each faculty member has, which makes it more equitable
 - Heather showed an example in the spreadsheet for everyone to see
 - Heather also added a section for faculty to share papers faculty have written since starting at UWT
8. Discussion on removing several labs in junior year.
 - Working with Troy about lab capacities, especially as the program will likely reach close to capacity in 2023
 - Goal to have juniors taking 1 lab per quarter
 - Labs we could remove (or downsize)
 - TME 341
 - Matt feels lab is essential for pedagogical reasons
 - Touchpoint for ABET outcome 6
 - Concern from Matt about new equipment needs and project ideas. If we get rid of the lab in this class, we need to redo the ABET outcomes
 - Hee-Seok agrees that the lab in 341 may be more vital than lab in 342
 - TME 342
 - Don't need the lab time based on how Hee-Seok will update his lecture time
 - Request to have time to give feedback on student projects- but doesn't need to be a weekly lab
 - TME 373
 - Matt thinks this could be the necessary work in 373 as it could be moved to the labs in 441
 - TME 441
 - Project based course, so lab time is used to build robots
 - Reminder from Heather that that one faculty can teach the lecture and another teaches the lab if faculty are passionate about certain topics or labs
 - This would not go into effect until after ABET visits next year
 - If we keep all the labs, then all ME faculty have to be ok being overloaded fully
 - Discussion to resume at the next meeting after faculty connect offline

9. Discussion: TME 490 idea for a senior level course.
 - Tied to the capstone course
 - Will talk about this next meeting

10. Planning for graduate program
 - Starting to think about structural ideas
 - Working with Emese to get proposals put in together
 - Heather looking for “thought partners” if anyone is interested in helping put in a PNOI

11. New electives/courses reminders. We need a syllabus for anything new you want to offer next year.
 - Electives will be offered every other year. If this sequence changes, or if you want another elective to be offered, please submit course proposals for APCC

12. Scholarship planning/discussions/updates

13. Social Gathering
 - Matt will coordinate team happy hour for December 1st or 2nd