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**Subject:** Agenda for Friday  
**Date:** Monday, November 14, 2022 9:54:59 PM

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Hi Team,  
Agenda for Friday is below, let me know if you need to add anything. Special thanks to Mark who will miss our meeting but is taking care of our recruitment event this week! :)  
Heather

Agenda items:

- Vote on prior meeting minutes. [Gabi will send these out]
- Teaching and research shares. What is going well? What is a challenge?
- Voting: 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)
- Voting: TME 390 becoming a variable credit course.
- Reminder: Please complete your FE review video assignments by the end of Thanksgiving break. [TME 402 - FE Review Topics \[docs.google.com\]](#)
- Reminder: Please make sure you are saving student work and assessing each student for each performance indicator in your courses this term.
- Service spreadsheet for ABET and equity. [ME Faculty Service Activities \[docs.google.com\]](#)
- Discussion on removing several labs in junior year.
- Discussion: TME 490 idea for a senior level course.
- 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