

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

December 16, 2022

Virtual Zoom

<https://washington.zoom.us/j/98700443712>

10:00am – 11:00am

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

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

Absent: SJ Lee

Motion: To approve the minutes from November 18 2022

Moved: Matt Ford, Second: Hee-Seok Kim

In favor: 5 Against: 0 Abstained: 0 Absent: 1

Agenda items:

1. Teaching and research shares.
 - Matt's robots project was challenging, but went well
 - Lots of students shared positive experiences with Andy's Thermo final project. Andy shared this was the best cohort of students in his time teaching.
 - Gabi has been doing an amazing job with planning for ABET and tracking down textbooks. She is on top of it!
 - Troy: uploaded all of the operations manuals in CheqRoom, which will help faculty
 - Shout out to Troy for helping with equipment updates while there are budget constraints

2. Discussion: TME 490 support for a senior level course. Draft syllabus [TME 490 Seminar](#)
 - TME 490 allows for support for students in their senior design series, while also supporting students who need to be full time. This allows faculty to intentionally support Seniors needs, which differs from the TME 390 Junior needs.
 - Raj clarified this course is not required so will not needed to be evaluated for ABET in the same way the core courses are.

Motion: To approve the senior level seminar course TME 490

Moved: Andy Shu, Second: Matt Ford

In favor: 5 Against: 0 Abstained: 0 Absent: 1

3. Planning for graduate program. Draft PNOI is here, feel free to comment and discuss in document: [ME Grad Proposal](#) (special thanks to SJ for helping with this proposal)
 - Mark and Raj offered suggestions on other folks to contact for letters of support
 - Degree is structured similar to UW Seattle's program
 - Part of the required courses will overlap with Civil's program to reduce faculty burden
 - Raj suggested reaching out to the graduate school about a 4+1, which MSECE did not do. Heather has already been in contact with the graduate school about this and will follow up with them
 - Intend to vote on this PNOI in early 2023
 - Question about timeline to implement this new Masters program. Raj weighed in on the process and shared it is a lengthy process to start a new program.

4. Granta Software [Matt/Troy]. How many of us are interested in using this software?
 - Expensive software so trying to gauge how many faculty would use the software in the program and for how many courses
 - Can't piggyback off UWS or UWB's license, so we'd need our own
 - Troy's requesting faculty to think about this over break and let him know how many courses could use this by January. We could also reach out to Civil faculty to see if they would use it too.
 - Matt thinks we should wait until we have enough undergrad courses that could benefit from this, and definitely once the graduate program starts
 - Matt to reach out to SJ about this because his courses may use this the most

5. Continued discussion on reorganizing several labs in junior year.
 - Matt spent time thinking about this and is willing to lead 2 of the labs
 - Propose keeping Systems Dynamics lab, remove lab in Mechatronics
 - Propose keeping lab in 341 and remove lab in TME 342
 - Heather noted this would keep 2 labs in one quarter for Juniors, which the goal of this is to reduce labs to 1 per quarter)
 - Hee-Seok is open to keeping or removing the lab in TME 342
 - Troy asked when PLC would be integrated into curriculum
 - Matt suggested this would go into the Systems lab (TME 373)
 - Heather suggested the equipment could be added into a Senior elective for manufacturing
 - Final Proposed Lab Schedule after discussion
 - TME 320 (Autumn of Junior year)
 - TME 332 (Winter Junior year)
 - TME 373 (Spring Junior year)
 - TME 441 (Autumn Senior year)
 - TME 435 (Winter Senior year)
 - (Remove labs in 341/ 342)
 - Will vote on this in January 2023 ME Meeting

6. Reminders from Heather

- ABET assessments due 1/15 [ABET Checklist for Instructors](#);
- FE Videos for spring due 2/15 [TME 402 - FE Review Topics](#)

Didn't have time for....

- Allowing students to take elective courses outside of SET. Possible overlap with minors. Can we list a few of these classes on our approved electives list. Example: <https://depts.washington.edu/globalid/about-the-lab/innovationanddesign/>
- New electives/courses reminders. We need a syllabus for anything new you want to offer next year.
- Scholarship planning/discussions/updates