

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

February 17, 2023

Virtual Zoom or CP 303

<https://washington.zoom.us/j/97210483925>

10:00am – 11:00am

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

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

Absent: Raj Katti

Motion: To approve the minutes from January 20, 2023

Moved: Mark Pagano, Second: Andy Shu

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

Agenda items:

1. Teaching and research shares. What is going well? What is the challenge?
 - Matt shared that he had a paper published.

2. Updates on events coming
 - a. 2 recruitment visits next week –
Heather trying to find students to assist with the visits.
 - b. Registration for DEI event – March 10
 - c. Mark mentioned that architect for Milgard is coming in April for photographs
 - i. Matt and Troy will have machining class in spring
 - ii. Can include senior students for staging
 - d. Senior Design Showcase
 - Need to set up date for Industry Advisory Board meetings
 - May 26, 11am-1pm – Industry Advisory Board Mtg 9-11am
 - Want it to be in Milgard Hall
 - Give Juniors extra credit to attend the capstone showcase (Matt & Hee Seok)
 - All faculty need to be on campus that day
 - Mark wants all faculty to see seniors present the day before in class
 - e. Senior Reception
 - 5pm on 6/1 for senior reception. We should think about send-off fun ideas.
Please plan to attend and take photos with students.
 - Look into getting Order of Engineering in the future
 - Ideas for senior token – picture/plaque, books, keychains

3. Commencement

- Plan to attend for final celebration of their experience

4. ABET

- Winter quarter – does everyone have plan?
- Spring syllabus needs to have outcomes listed

5. Senior students

- Mention jobs as frequently as possible
- Encourage to network
- Promote extra credit to attend events
- Career Fair April 19
- Mock interview session – April 12
- Please promote to seniors to engage in the job search