

From: [Heather E Dillon](#)
To: [Mark A Pagano](#); [Seung-Jin Lee](#); [Hee-Seok Kim](#); [Zhiquan Shu](#); [Matthew Ford](#)
Cc: [Kira King](#); [Troy M Dunmire](#); [Gabriela Crosby](#)
Subject: ME Meeting Friday 2/17
Date: Wednesday, February 15, 2023 9:49:01 PM

Hi All,
Agenda items below. Let me know if we need to add anything. I will be on zoom but Gabi has reserved a room.
Heather

Agenda items:

- Vote on prior meeting minutes. [ME@UWT Meeting Minutes](#)
- Teaching and research shares. What is going well? What is a challenge?
- Update on events coming up:
 - Tours on 2/22 for Highline and K-12
 - DEI Event on 3/10
 - Senior design showcase (Date TBD)
 - Industry Advisory Board meeting (Date TBD)
 - Continuous improvement meeting (5/19) - 2 hours in person
 - 5pm on 6/1 for senior reception. We should think about send-off fun ideas. Please plan to attend and take photos with students.
 - Commencement. Please plan to attend and take group faculty photo.
- Update on application cycle opening - Kira/Noelle
- Discussion of ABET results to date.
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Nudge seniors on jobs - extra credit for attending meetings, career fairs, etc.

- Reminders: ABET assessments due 3/24 [ABET Checklist for Instructors](#); FE Videos for spring due 2/15 [TME 402 - FE Review Topics](#)
- Scholarship planning/discussions/updates (Raj has asked us to discuss at each meeting)