

Mechanical Engineering Committee Meeting – Minutes

March 17, 2023

10 – 11 a.m.

CP 303 / Zoom

Attendance

Voting Faculty: Heather Dillon, Matthew Ford, Zhiquan Shu, Hee-Seok Kim, Seung-Jin Lee

Non-Voting Faculty and Staff: Raj Katti, Noelle Wilson, Kira King, Troy Dunmire, Rachel Crook

Absent: Mark Pagano

Items

1) Vote on prior meeting minutes

Moved: Z. Shu

Seconded: M. Ford

Eligible to vote: 6 (1 voting faculty member absent for vote)

5 in favor, 0 against, 0 abstain

2) Teaching and research shares. What is going well? What is a challenge?

SJ is working on a paper to submit to a conference soon, Matt is working on several research projects.

3) Vote on making TME 402 repeatable for credit

This class is for students to prepare for the FE exam, currently students are taking this in winter quarter, but they will also need to take it again in spring. In order to make this happen, we have to vote to make it repeatable for credit.

Motion: Make TME 402 repeatable for credit

Moved: A. Shu

Seconded: S. Lee

Eligible to vote: 6 (1 voting faculty member absent for vote)

5 in favor, 0 against, 0 abstain

4) Vote/Discussion on allowing students to take up to 10 credits of TME 497 (internship)

Currently, students are only allowed to count 4-5 credits of internship towards their degree. CS, ECE, and IT currently allow 10 credits to count. When this was originally set up as 4-5, the rationale was to encourage students to take our technical electives to increase their breadth in ME topics. Since students only need 3 technical electives in spring, some students have requested to do an internship instead to gain industry experience. The committee discussed this potential change further, and decided that allowing students to take up to 8 (instead of 10) credits of TME 497 would be the best solution, since 8 works better with our credits numbering system.

Motion: Allow students to take up to 8 credits of TME 497 (internship)

Moved: M. Ford

Seconded: Z. Shu

Eligible to vote: 6 (1 voting faculty member absent for vote)

5 in favor, 0 against, 0 abstain

5) Discussion of lab planning best practices (Troy)

Troy and Heather shared that they have been meeting briefly once a week to prepare for the next 2 weeks of labs – this has helped keep communication lines clear, and has given Troy enough time to order the necessary materials for upcoming labs, and to create a plan for lab setup prior to class meeting time. This has been working well, and has helped make sure that we are as prepared for labs as possible, and streamlined the Troy's support capabilities. Moving forward, the Heather and Troy would

like to encourage all faculty to meet briefly every week to prepare for the labs. This will also help Troy keep a more accurate inventory of supplies and will make keeping everything organized much easier.

Troy reminded the committee to make sure that students know not to bring food, drink, or flammable items from home into the labs (for flammable items, they should be placed in the designated cabinet within the lab). There are dedicated places for students to eat outside the senior labs, and on the 2nd and 3rd floors of Milgard.

Troy reminded the committee to encourage students to be diligent about room reservations, specifically within the labs. Some student groups are meeting in the labs without reservations, which makes it difficult for Troy to setup and prepare for future labs (some labs take 3-4 hours the day before to set up).

6) Update on the application cycle (Kira/Noelle)

There are 10 confirmed students for fall. The priority deadline for transfer students was on March 15th, so the advisors plan to see an uptick of applications once these students are admitted to the university and receive their student ID (which is when they can submit their supplemental applications). The advisors have been reminding students already enrolled at UWT to submit their applications. Given these numbers, the advisors are optimistic that we will fill the cohort for fall 2023.

The committee discussed possibly attending WCERTE Conference on 5/4 – 5/5, which is being hosted at Tacoma Community College. It would be great to have a strong presence from ME faculty, and to try to make connections with local community colleges.

7) Discussion of ABET results to date

Heather shared a graph which tracked the Performance Indicator (PIs) results by class level, which shows which PIs students are doing well/not so well on. It's a little too early to draw conclusions, but the trend seems to be going in the right direction as students progress through the program.

Heather reminded everyone to submit winter quarter assessments as soon as possible, no later than the end of the month. These assessments will be used to draft the Performance Indicators portion of the ABET document.

9) Committee Reports

The committee was encouraged to nudge seniors on finding jobs post-graduation.

10) Reminders

ABET assessments due 3/24

FE Videos for spring due 3/15

Recruitment day is 4/22

Senior design capstone showcase is 5/26 (in-person)

Industry Advisory Board meeting is 5/26 (in-person)

Continuous improvement meeting is 5/19 (2 hours, in-person)

Senior Reception is 6/1 at 5pm

Commencement is 6/9 (please plan to attend and take group faculty photo)