

ME Committee Meeting October 17, 2025

Attendance

Voting faculty present: Heather Dillon, Cassandra Donatelli, Matthew Ford, Hee-Seok Kim, Seung-Jin Lee, Zhiquan Andy Shu

Voting faculty absent: Mark Pagano

Non-voting faculty and staff present: Brandy Featherstone, Aubree Steffens

* = Member was not present for the entire meeting

Agenda items

- Vote on prior meeting minutes. [ME@UWT Meeting Minutes](#)
- Community and culture shares. What are we doing in our classes/clubs/meetings that is working well to help build a positive culture for students/faculty/staff?
- Announcement: ABET Weakness resolved
 - Related to being understaffed from the lab management standpoint
 - Explained new hires which resolved it - **need to write a note acknowledging it**
 - **Concern:** tied to the way we look at Seattle courses, but this doesn't stop the process and this is the same for all SET engineering programs
- Leslie posted the job description for hiring a new lab manager
 - Need a sub-committee to keep track of this (see committee notes below)
- Discussion: Moving to a co-chair model for the program. Vote in November meeting
 - SAM had this in place getting ready for departmentalization which was helpful
- Discussion: Summer teaching and course planning for AY26-27. Sabbaticals????
 - Any tenured faculty who started during 2020 are eligible for Sabbatical
 - Keep on the lookout for affiliate faculty to support this
- Discussion: Leslie is working on budget transparency for us. Hopefully we will move toward a quarterly budget report.
 - Are graders supported through course fees? -- unknown, some folks have heard that they are not allowed to be funded through course fees but instead through the general operating budget
 - What line items are on the budget? – not sure, but we are trying to be able to compare our spending with the other units in SET
 - Spending we (currently) control: graders, travel, equipment
 - There is a SET committee (in theory) on departmentalization – **maybe worth one of us getting on that committee**
 - If we were to departmentalize, what money would be coming just from the department vs from the school? – revenue sources are: externally sponsored capstones, course fees, donations
 - Some pros: We get more control over our promotion process
 - Some cons: unclear how it will affect funds, unclear how many departments (2 - (CS+IT and ENG) or 3 - (CS, IT, ENG)?)
 - Need to collect more data on what this would look like
- Subcommittee reports: share a quick update from your working teams during the meeting or in teams
 - Community - Cassandra
 - Admissions - Hee-Seok/Andy

- Equipment/Computing - Hee-Seok. heeskim@uw.edu Please send Leslie an email asking for updates weekly on hiring new Elizabeth.
- Graduate program - Heather
- ABET - Hee-Seok
- Recruiting/outreach - SJ
 - SJ going to Centralia to talk about transfers and our program – **see if you can find a senior or graduate to join**
 - Highline transfer fair Wednesday, October 22nd from 1-3pm with set-up starting at 12:30pm. SJ and Noelle are going – **recruit seniors as well**
 - Noelle is visiting SPSCC on Monday, Highline Engineering fair on Wednesday, Green River class visit on Thursday, and doing a virtual event with TCC on Thursday
- Faculty council - Matt/SJ
 - Matt is on the sub-committee to review the tenure and promotion process in SET. **Send feedback on the documents/outlines you were given, how it was communicated, the timeline, what was missing, etc.**
 - Guidelines and criteria for items needed are clear but what items meet that criteria are not
 - Need official guidance on how to format the CV (since senior faculty have complained about this in meetings)
 - Annual review process needs to be tied in to the tenure and promotion process ... because right now they are not
 - Discussion on Faculty workload
 - Discussion on developing a more normalized unit of work
 - *Note:* Andy is serving on the SET committee on faculty workload - first meeting week of 10/20
 - Keep in mind time for research and service in addition to teaching
 - Discuss potentially a new formula for contact hours including time for prep (ie what's the difference between 2 section of the same course and a course plus a lab)
- Research showcase - Cassandra
- Data this year is ODD SOs. [Reminder that we need to collect data this year for odd SOs.](#) [Data entry sheet.](#) Please also put your data collection hard copies in the ABET folder.
- Events coming up:
 - November xx - Priority course changes for next year
 - December xx - Admissions opens for program
 - February 25 - SWE Night With Industry
 - February 27 - Open House
 - TBD - SET Research showcase
 - May xx - Senior presentations
 - May xx - Industry Advisory Board
 - May 29 - Design Expo
 - June xx - Senior Mixer
 - June 12 - Commencement