

# ME Committee Meeting December 12, 2025

## Attendance

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

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

*\* = Member was not present for the entire meeting*

## Agenda items

- Consent 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?
- Vote: Pre-req change of TME 341 - from TME223 to TME222
  - **Motion** to remove TME 223 as pre-req and add TME 222 or CEE 220 (minimum grade of 2.0) for TME 341 by Heather. Seconded by Matt. Passes unanimously. No abstentions.
- Discussion: Admin call to clean curriculum. [6a Curriculum Clean Up Charge Letter 101325a.docx](#)
- 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. Please send Leslie an email asking for updates weekly on hiring new Elizabeth.
  - Graduate program - Heather
  - ABET - Hee-Seok
  - Recruiting/outreach - SJ
  - Faculty council - Matt/SJ
  - Research showcase - Cassandra
  - STEM Liaison - Cassandra and Hee-Seok/Heather
  - Capstone - Mark
- 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:
  - December 29 - Admissions opens for program
  - February 25 - SWE Night With Industry
  - February 27 - Open House
  - May 1 - SET Research showcase
  - May 21 - Senior presentations (MLG 110)
  - May 29 - Industry Advisory Board
  - May 29 - Design Expo
  - June 4 - Senior Mixer (TPS G00A)
  - June 12 - Commencement