

# ME Committee Meeting January 16, 2026

## Attendance

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

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

\* = 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: Sagar (Postdoc in CE) to teach TME351 in summer 2026
  - Mark Motions, Andy Seconds, Vote Passes
- Discussion/Vote: New co-chair
  - Heather Motions, Mark Seconds, Vote Passes
- Discussion: Admin call to clean curriculum. [6a Curriculum Clean Up Charge Letter 101325a.docx](#)
  - **Discussion:** Decision to leave these classes for now since we are in transition. The plan is to teach many of these cross-listed as grad classes later.
  - Campus [report](#) indicates we should review the following courses that have not been offered:
    - TME\_410: Fundamentals of Biological Engineering,
    - TME\_411: Transport Phenomena for Biomedical Engineering
    - TME\_445: Manufacturing Process
    - TME\_447: Advanced Mechatronics
    - TME\_449: Robotics
    - TME\_479: Computational Fluid Dynamics
    - Other enrollment reports that may be relevant. [BI Portal Reports](#)
- Subcommittee reports: share a quick update from your working teams during the meeting or in teams
  - Community - Cassandra
  - Workload Assessment Sub-Committee - Andy
    - From Raj “ I usually compute the number of credit hours for labs based on what ABET recommends. A two hour per week lab is like a 1 credit course. Therefore, 5 sections of labs, each for two hours, are equivalent to a 5-credits course. But your program may account for labs differently.”
    - From Raj “We usually do not count 499s as courses unless you have a large number students in a quarter. Again, this depends on your program. I think CS has a policy on this, but I am not sure if it is enforced. “
    - From what I understand from CSS, if they have a certain number of folks in 499s it does count towards teaching load
  - Admissions - Hee-Seok/Andy
  - Equipment/Computing - Hee-Seok. Please send Leslie an email asking for updates weekly on hiring new Elizabeth.
  - Graduate program - Heather

- We will be asked to review our proposed syllabus in a bit to make a few updates mainly on the learning objectives
    - Vote in next ME meeting about the courses ← May not need to vote on it again as ME since the courses were all in the packet already
    - Course number can be changed without voting
  - ABET - Hee-Seok
    - Matt recorded a video of some practices for how to integrate ABET assessment into assignments/Canvas
    - Discussions of possibly training Grad TAs to help in the future
    - When will the next ABET Visit happen - 2028
    - *Need to get a second lab manager hired*, this was an ABET ask;
      - Andy Harris was not satisfied with the plan to keep that position and Raj doesn't feel like he has any pull
      - There is potentially wiggle room within SET, but it requires a discussion with Raj and some re-arranging of the budget
  - 
  - Recruiting/outreach - SJ
  - Faculty council - Matt/SJ
    - There will be a survey at some point about tenure and promotion criteria
    - There is a focus on Tenure Track at the moment and they will address Teaching Track later
  - Research showcase - Cassandra
  - STEM Liaison - Cassandra and Hee-Seok
  - Capstone - Mark
    - There were some issues with their project reports in the Autumn Quarter
    - Students should be reminded that they need to meet during the designated class times
- Discussion of including another external Advisory board member (Rishab Vardhan Harikrishnan) - Andy's contact via email
  - They need at least one degree in ME and need to be willing to support the program as an industry advisor on capstones, financially support capstones, help get funding in general, etc.
- Discussion of hiring A grader from Alumni to help with Thermal Systems - Potentially one of the Seniors who took the classes last year
- Discussion of how to distribute Heather's Classes
  - Andy will teach Thermodynamics and Heat Transfer in the Fall (no electives that year)
  - Someone from CS will teach 311 in the Winter
  - In the process of trying to fast track hire a teaching track faculty member
- Advising Update (Brandy) Applications will open in Slate at the end of January
  - There is a lot of demand for ME for SET Direct (135 applications at the moment, and that's just the priority deadline) → aiming to accept 15
  - 12 are set to enter in Fall
  - There are potentially some issues with the new system but Kira is going to send some instructions
- 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:
  - January 15 - 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