

ME Committee Meeting March 13, 2026

Attendance

Voting faculty present: Cassandra Donatelli, Matthew Ford, Hee-Seok Kim, Seung-Jin Lee, Mark Pagano

Non-voting faculty and staff present: Kira King, Brandy Featherstone, 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?
 - Cassandra's successful REU was just announced! Two UWT students will participate.
- Vote: Adjunct Associate Professor - Yajun Ahn in Science and Mathematics [CV](#)
 - She will teach TME 311
 - Already working with Heather on research projects
 - **Motion by Hee-Seok, seconded by SJ.** Approved unanimously.
 - Dr. Ahn is already internal to UWT, so the Adjunct appointment will allow them to teach in the Mechanical Engineering program.
 - A vote is needed in the SET faculty meeting to either approve this appointment, or delegate authority to the program committees.
- Reminder: Annual Activity Report Due **April 15**
 - **ALL FACULTY: Schedule peer observations of your classes now if you haven't already!**
- Subcommittee reports: share a quick update from your working teams during the meeting or in teams
 - Community - Cassandra
 - Admissions - Hee-Seok/Andy
 - We have a lot of highly qualified students applying! We are turning away good students due to our constrained capacity.
 - A technical glitch with CTC transcripts system has delayed UW applications for transfer students.
 - Equipment/Computing - Hee-Seok.
 - Graduate program - Aubree/Hee-Seok/Heather
 - Approved by the council of Deans. Full proposal will be discussed at APCC on Apr 8, 2026.
 - Course approvals are moving forwards.
 - ABET next visit 2028 - Hee-Seok
 - Recruiting/outreach - SJ
 - Faculty council - Matt/SJ
 - Research showcase - Cassandra
 - STEM Liaison - Cassandra/SJ/Hee-Seok
 - 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:
 - 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