

ME Committee Meeting April 17

Attendance

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

Non-voting faculty and staff present: Aubree Steffens

* = Member was not present for the entire meeting

Agenda items

- Consent vote on prior meeting minutes. [ME@UWT Meeting Minutes](#)
- Merit meeting
 - Prepare comments for each category and upload to folder shared by Aubree
 - Need to figure out who speaks on behalf of Associate Professors
 - Aubree will send out some instructions and organization in the next few weeks (including a template)
 - What to do with new part-time lecturers? They cannot be reviewed for merit since they have no evals at the time Annual reviews are due
- WCERTE meeting: May 8, Friday (**UW Seattle**)
 - <https://sites.google.com/view/wcerte/2026-spring-meeting-university-of-washington-seattle>
 - Need to someone to attend: mattford@uw.edu
- Capstone presentation: May 21, MLG 110
 - Follow-up with Mark to confirm
 - heeskim@uw.edu and sjleeuw@uw.edu reach out next week to confirm so that we can tell our industry advisers
- Junior Fluid lab access issue
 - Fluids lab will now have more expensive equipment, so cannot be the “Junior design space” as it has been
 - New access protocol will just be “unlock during lab sections” rather than having card access
 - Maybe the Materials Lab is a good candidate for a Junior Design Space, just need to lock the door to the tensile tester
- Lab Management Tasks (CD)
 - https://docs.google.com/spreadsheets/d/17KCf_IHTV2wyH2553ncfgRUJ7itcqCfq29SyTX8ROTs/edit?gid=0#gid=0
 - Encourage students to use Cheqroom regularly -> Maybe in 3D modeling (315)?
 - Lab Access Spreadsheets:
<https://docs.google.com/spreadsheets/d/1uV2N2zEHUj-Au4iUco2dbUxDJhVEsMzRAZjnUIVziHE/edit?gid=0#gid=0>
 - heeskim@uw.edu sjleeuw@uw.edu reach out to campus security to start the process of getting access to the “student access request” survey (Dayna L. Barr; <dayna2@uw.edu>; Robert Whitfield <whitr@uw.edu>)
- 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.
- Graduate program - Aubree/Hee-Seok/Heather
- 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 Capstone presentations (MLG 110)
 - May 29 - Industry Advisory Board
 - May 29 - Design Expo
 - June 4 - Senior Mixer (TPS G00A)
 - June 12 - Commencement