

# ME Committee Meeting May 15

## Attendance

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

**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](#)
- 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?
- Sabbatical for AY2027: Andy or Matt
  - Process to take a sabbatical involved submitting a sabbatical plan specifying what you plan to do, how many quarters, what you will bring back to UWT, etc
  - There is paperwork to show that you meet the criteria
- TME 499 for a military student if TME 351 in summer is canceled
- Student lab assistant hiring
  - Current rate is about \$24 per hour up to 10 hours per week
  - They don't usually work the full 10 hours, but that would be a maximum of \$2,640 per student per year (assuming 11 week quarters, doesn't include benefits I am not sure how that works for our TAs)
- Capstone project wrap-up and next year overview - Mark
  - Giving garden capstone project will be extended
  - Next year ASHRAE and SAE Aero will also continue
  - PACCAR and Boeing will likely also sponsor a capstone but it's not official yet
  - [cdonatel@uw.edu](mailto:cdonatel@uw.edu) reach out to TPU and PNNL
  - We might need 8 projects next year, so some faculty will have to advise multiple groups
  - Possible to have an adviser outside of our faculty list to help
  - <https://www.tacoma.uw.edu/set/programs/industry-capstone> <- this might need to be updated. It says \$15,000 still but we discussed \$18,000 in this meeting
- Subcommittee reports: share a quick update from your working teams during the meeting or in teams
  - Community - Cassandra
  - Admissions - Hee-Seok/Andy: Finalized for next year (42 total)
  - Equipment/Computing - Hee-Seok
  - Graduate program - Aubree/Hee-Seok/Heather
  - ABET next visit 2028 - Hee-Seok
  - Recruiting/outreach - SJ
    - SJ is visiting Greenriver next week with Noelle
    - WCERTE - Seattle U is changing from quarters to semesters (Washington is the only state really sticking to the quarter system)
    - WCERTE - some of the smaller schools switching to OnShape instead of SolidWorks for their CAD classes

- WCERTE - Greenriver is also offering some summer courses which might be of interest to our students
  - 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](#).
  - [ABET Checklist for Instructors](#)
- 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 3:30-5:30**)
  - May 29 - Industry Advisory Board (**TPS 110 9:30am - 11am**)
    - Fill out highlights for the meeting:  
[https://docs.google.com/document/d/1zSAHIP8dbSmdQ\\_73\\_fRF4xYRGS\\_OFgH9vktm3VQ6kP7c/edit?usp=sharing](https://docs.google.com/document/d/1zSAHIP8dbSmdQ_73_fRF4xYRGS_OFgH9vktm3VQ6kP7c/edit?usp=sharing)
  - May 29 - Design Expo (**WPH 11am-1pm**)
  - June 4 - Senior Mixer (**TPS G00A**)
  - June 12 - Commencement