

Minutes of ME Undergraduate Student Advisory Board Meeting

September 24, 2004

Present: Dr. H.U. Akay (chair), Dr. J. Chen, Dr. H. El-Mounayri, Dr. Krishnan, Vincent Liaw, Andrea Holland, Tammy Rayman, Andrea Geyer, John Geyer, Luke Jones, Daniel Langenderfer (newly elected secretary), David Langenderfer, Jane Simpson, Benjamin Snyder, Mark Svendsen (co-chair), Nathan Wagers, Tim Pommer, Ginger Jessop (Alumni Member)

Absent: Michael Armbruster, Charles LeBoeuf, Craig Smith, Justin G. Wenger, Krystal Briney, Diego Quevedo

1. Dr. Akay thanked all the members for coming to the meeting and for serving on behalf of their fellow students.
2. The members introduced themselves and stated the societies that they represented. The membership list was reviewed and John Geyer's name needed to be added to the list.
3. The members reviewed and accepted the meeting agenda as it is.
4. The USAB Bylaws and minutes from the previous meeting were reviewed and accepted. It was agreed by the active members that the alumni members should be non-voting members.
5. Dr. Akay gave the chairs report, which consisted of the following points: This is the USAB's 5th meeting since its inception in Spring 2003. There have been several changes in the ME department including: the hiring of new secretaries and a new Assistant Professor, the leave of absence of Dr. Pidaparti, and the appointment of several of the ME faculty to new positions.
 - There are 6 Associate Faculty members from industry that are teaching for the ME department.
 - There are 2 new graduate programs in the ME department.
 - There have been several upgrades made to the ME labs, including ME 272 and ME 340.
 - A self-study report has been submitted to ABET by the department.
 - The information for the assessment, the USAB, the experimental labs, and the undergraduate advising is on the web.
6. The comment was made for the Freshman Engineering department to talk to University College about getting students into the engineering schools as soon as possible instead of staying in the University College system.

7. There was discussion about how to get students to fill out the POS form as soon as possible. Dr. Akay asked Tim Pommer to get the emails for the Butler students to add to the departments email list. The suggestion was made to have students sign a form at the beginning of a upper-level required course stating that the student has filled out the POS.
8. Ginger Jessop mentioned that the German-ME dual degree should be mentioned as another ME degree program. This program is rather new, but expected to attract students who are interested in studying German.
9. The results of Student Satisfaction Surveys of past years were reviewed. The Spring 2004 results for general students and USAB members were fairly consistent. The weakest scores shown in the surveys were:
 - the experimental lab facilities
 - career development, and career planning services.

The department's goal for all survey questions is to be above 3.75/5.0 score in all categories.

10. The suggestion was made by Ben Snyder to have a meeting with all the lab instructors about standardizing the way labs are written and graded. Dr. Akay promised that this will be done soon.
11. The group took a 15 minute break and then the meeting was resumed.
12. Dr. Akay introduced Joshua Killey, new Student Services Specialist, who gave a presentation about the internship/co-op program for ET students. He stated that requests for interns has increased and that students should be registering in the intern/co-op courses. He stated that 32 students are doing intern/co-ops this Fall semester. The highest number ever for the school. Almost half are ME students. university as a whole has an initiative to double the number of internships campus wide. He mentioned that students should talk to their peers about the program. There is currently a bulletin board of internship postings outside the ET office and they are working towards an online system. Full-time job positions are being referred to JagJobs and to the ME faculty. He mentioned there are several positions coming up in the spring. Purdue's CCO Express was mentioned as a good resource for students. The forms for the CCO Express registration are available for students to fill-out in the ET office.
13. Dr. Akay discussed the ABET visit. He noted that on October 18-19, ABET might want to talk to ME students. He reviewed the Program Educational Objectives and Program Outcomes of the department. He encouraged the students to remind the other students of the Program Outcomes and how they relate to Course Learning Outcomes. A list was passed around for students to sign if they are available to meet with ABET.

14. The topic of FE Review Course was brought up. It was noted that ASME will be running the FE Review Course in Spring.
15. Forming some subcommittees for the USAB were discussed. The idea to combine the tasks of proposed subcommittees to create one subcommittee was suggested and agreed. This subcommittee will incorporate the ideas: 1) to have improved faculty relations, including mentoring and advising, and 2) developing a mentorship program for underclassmen to be coordinated by volunteer upperclassman. This subcommittee will be called the "Student Development Subcommittee". Ben Snyder, Tammy Raymond, Nathan Wagers, and Vincent Liaw were selected to be apart of the subcommittee.
16. Daniel Langenderfer was selected as the next secretary and then the meeting was adjourned. Dr. Akay thanked all members for their participation and input.

Prepared by: Mark Svendsen, Co-chair