**ME Department External Advisory Board Special Meeting Minutes**

**Tuesday, January 11th 2022**

**Agenda (all times in MT)**

4:00 pm – Erica Belmont introduction

4:05 pm – Overview of outcomes from recent ABET visit

4:10 pm – Discussion of PEOs (links for current ME PEOs and ESE PEOs)

4:30 pm – Vote on adoption of PEOs

4:35 pm – Plan for periodic review going forward

4:40 pm – Planning for regular EAB meeting in Fall 2022

4:50 pm – Open discussion of other business

5:00 pm – Adjourn

**In attendance:**

Erica Belmont, Benjamin Vetter, Daniel Wenger, Emily Beagle, Chris Laursen, Maureen Hand, Rowland Linford, Annette Lynch, Craig Hossfeld, David Walrath, Robert Decker, Amy Reed.

**ME Department head Introduction:** Dr. Erica Belmont spoke briefly.

**Overview of outcomes from recent ABET visit**

* **Two concerns for each program (one common), one common weakness for both programs.**
* **Concerns:** 
  + Lack of formalized faculty career mentoring (ME and ESE)
  + Good continuous improvement activities, but insufficiently rigorous documentation of process (ME)
  + No system in place to assure inclusion of standards and constraints in senior capstone reports (ESE)
* Dr. Belmont opened the floor to comments and questions from members of the EAB members.
* **Plans to address:**
  + Introduction of career mentoring program
  + Documentation of continuous improvement schedule and activities
  + Senior design report checklist and/or iteration on report. This will be documented in the CLO (course learning objectives) document so the professors and students are all aware of the need to include the standards and constraints in the report. This could be in the form of a simple checklist for the student to work against.
* **Weakness:**
  + Discussion of current PEOs
  + Purpose of PEOs: Broad statements that describe the career and professional accomplishments that the program is preparing graduates to achieve. Distinguish from student outcomes.
  + Current PEOs:
    - Successfully practice the profession of engineering.
    - Demonstrate career growth (e.g., increasing complexity of job assignment, career promotions, professional registration, patents, publications, and completion of advanced degrees).
    - Apply Mechanical Engineering/Energy Systems Engineering knowledge to find creative solutions to evolving challenges with global, economic, environmental, and societal impacts.
    - Successfully serve in a range of leadership and collaborative roles in the profession and in the community.
    - Exhibit high professional standards and commitment to ethical action.
  + Rowland Linford opened the floor for discussion of the current PEOs.

**VOTE: Approve current PEOs**

Annette Lynch moved to approve the current PEOs

Benjamin Vetter 2nd the motion to approve

The PEOs were approved unanimously by all members of the EAB.

**Plan for periodic review of PEOs going forward:**

* + Review PEOs with EAB at least once every two years during regular annual meetings (EAB vote)
  + Take recommendations of EAB to faculty in next faculty meeting (Faculty vote)
  + If needed, return feedback to EAB by email after faculty meeting (EAB vote)
  + Iterate on PEO recommendations with EAB and Faculty by email as needed until convergence (EAB and Faculty vote)
* Proposed addition of a special EAB meeting if needed to discuss revised PEOs based on faculty feedback.
* There should be at least 3 EAB meeting minutes showing discussion of PEOs on file before the next ABET meeting.
* Periodic review is acceptable as proposed, with additional review by special meeting if needed. -Rowland Linford.

**Planning for regular EAB meeting in Fall 2022**

* Propose September 9-10, 2022 (Friday & Saturday)
  + Several conflicts were given,
  + The next weekend, September 16-17th was suggested as the proposed meeting dates.
* Propose hybrid in-person/remote meeting

**Open for discussion for other business.**

There being no further business, Rowland Linford moved to adjourn the meeting and it was seconded by David Walrath.

Respectfully Submitted,

Amy C. R

Office Associate Senior