

MET ABET MINUTES

SEPTEMBER 2, 2014

4:00 PM

ET CONF ROOM

ATTENDEES	Nogales, Ricketts, Gamillo, Hyde and Holguin
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AGENDA TOPICS

Meeting Schedule, Finalization of the Spring Schedule, ABET, Advisory Board Committee/Meeting, Advising and Other ME topics open for discussion

- **MET Meeting Schedule**
 - After brief discussion it was concluded to have the meetings on the first and third Tuesday of each month at 4:00 pm (ET conf. room).
- **Spring Schedule-**
 - the class times/days were confirmed by all faculty
 - There will be 2 sections of 210
 - Check on 241lab - possibly on T TH after 10:30
- **ABET**
 - Ask Jeff what he needs for his report
 - Luke has done some research on ABET will create a power point presentation
 - 3 Tools/ Triangulation
 - Assessment of the Effect
 - Distribute the ABET work equally
- **Advisory Board**
 - Get a package together to send out to the Advisory board members before the AIES meeting
 - Re-visit the outcome of the ABET system
 - Possible revision of criteria
 - Check when the IAC meeting will be held
 - Send out a letter to invite advisory members via Outlook schedule
 - Craig will look for letter in his archives
- **Advising**
 - Would like to have block advising –target 110 class
 - Send mass email to student
 - Power point
 - Request Degree Audit
 - Also include one on one advising- Jarma can schedule block times for each ME faculty
- **Other**
 - Solid works 2015 Roll out
 - Monies donated to ET available see Jeff

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Research revision criteria of NMSU #9	Luke Nogales	9/16/2014
Will send out information to all students before the mass advancing to be held		9/16/2014
Send Anthony contact information		9/16/2014
Meet with Jarma to send out invite electronically advisor board		9/16/2014

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Look into GA teaching one of the 210 Labs	Eduardo Gamillo	9/16/2014
Create a proposal about the cost for Solid work professional development and software		9/16/2014

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Will look in archives for invite letter to advisory board to send to Anthony	Craig Ricketts	9/16/2014

Will send out email addresses to Anthony		
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Will look into the schedule software that DACC uses	Anthony Hyde	9/16/2014
Will look into the quality course (404?)		9/16/2014
Let Lynn know the final spring schedule		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
When is the IAC meeting	Jarma Holguin	9/16/2014
List of graduates that graduate Fall 2013 Spring 2014		9/16/2014