

MET ABET MINUTES

SEPTEMBER 23, 2014

4:00 PM

ET CONF ROOM

ATTENDEES	Luke Nogales, Eduardo Gamillo, Anthony Hyde, Jarma Holguin and Lynn Kelly
AGENDA TOPICS	Student advising, career advising, resume workshop, professional development, software, graduate list, ABET

- Lynn Kelly addressed the MET faculty and staff about the concerns she has with the ETET online program. After much discussion the MET faculty concurred with Lynn Kelly that the ETET online program should not continue and the MET faculty have no plans to create an online MET
- Advising-Luke proposed an MET advising process for the fall semester. A hand out was given with ideas and suggestions(see attachment)
 - Target ET 110, ET 240, ET 241, ET 306, ET 310 (instead of ET 365)and ET 426 –Have all ME faculty available in each class
 - Have students log-in and print Star Audit
 - Students will be given Excel spread sheet via canvas
 - Students will be given a Graduation Plan worksheet
 - Advisor will review STAR Audit and Graduation Worksheet-Advisor will sign off and hold can be removed(need to determine who/how will remove)
- Career Advising
 - Advisor will explain Career Venn Diagram
 - Students will log in to LinkedIn
 - Student can schedule time for more advising if needed by contacting Jarma and setting up an appointment for ME faculty
- Possibly have a link for the Graduation Plan Worksheet form in the ET web site
- Luke could create a power point for the students
- Jarma gave the list of graduates to ME faculty and staff and they determined where some of them are currently working
- Per Anthony the class scheduling software is Adastra
- Eduardo has a quote from MCAD technologies for \$1900 for a 3 day workshop on Solid Works Simulation Bundle. He is also going to look into membership for simulation software-the cost
- Would like to invite Jeff to next MET meeting on October 7th.
- Invites were sent out to advisory board-5 members have responded-follow up with Agenda when established
- Would like to have an social hour on the 6th for the MET advisory board- possibly at the Game
- Time ran out and there was no discussion on ABET. The ABET process will be discussed at the next meeting and a decision will be made then.

NEXT MEETING OCTOBER 7, 2014-ET conference room

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create a power point for MET students	Luke Nogales	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Look at the cost of membership for stimulation software and the benefits	Eduardo Gamillo	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
	Craig Ricketts	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send out New Advisory Board Letter	Anthony Hyde	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Find out when Spring Registration starts	Jarma Holguin	Next meeting
Insert the Graduation Plan Worksheet for in the ET web site		October
Insert power point in ET web site		