



ME CURRICULUM COMMITTEE
Florida International University
Department of Mechanical Engineering
Miami, Florida

MINUTES

July 10, 2002

The Mechanical Engineering Curriculum Committee met at 12:00 noon in the ME conference room. Present at the meeting were Norman Munroe, Cesar Levy, Yong Tao, Anthony McGoron, Mark Zampino, Carmen Schenck, and Sabri Tosunoglu.

The minutes of June 19, 2002 meeting was approved.

1. OLD BUSINESS

1.1 Seminar score sheets

Norman Munroe and Carmen Schenck will make the seminar score sheets available to the Committee members.

Evaluation of student presentations by students was discussed. It was pointed out that grading of student presentations by student teams makes the evaluation process easier - especially in large classes. Carmen Schenck reported that she videotapes student presentations and asks student teams to watch them and critique their presentations.

In general, the Committee agrees that more presentations per student will help students improve their skills but finding time for this becomes a challenge especially in large classes in a one-person presentation format.

1.2 Employer survey of former students

Kuang-His Wu will report on this at the next meeting.

1.3 Videotapes on ethics

The following videotapes will be purchased by the department:

- Introduction to Professional Ethics
- Ethics and Engineering: The case of the challenger

Produced by GPN, a service agency of the University of Nebraska, Lincoln. Related website: <http://gpn.unl.edu>; Phone: 1-800-228-4630. Gilda Padilla will order these two videotapes.

1.4 New method to collect more data on employer survey in the short term

ME faculty will be asked to provide data on employers who have hired our graduates. Contact names, company, e-mail, and phones will be compiled and contacted by the department.

Each employer will be asked to fill out the employer survey form available at the ME departmental website at <http://www.eng.fiu.edu/me>.

Also, the Exit Surveys should include employer name, company name and contact info of the employer.

In addition, 1-minute quick surveys by phone or e-mail is suggested. These surveys should be designed for supervisors and require very short questions and answers. If necessary, faculty follow-up calls may help to address areas that need to be explored in more detail.

Addressing this issue at the college level seems more appropriate and we should coordinate our efforts with the college in the long run.

It was decided that Dr. Wu's report on this issue might clarify some of the questions on this issue.

1.5 Course change for EGM 3311

Course change proposal for EGM 3311 was approved by the Committee.

2. NEW BUSINESS

2.1 Implementation of Industrial Advisory Board suggestions to improve the ME program

Previous minutes of the interactions with the Industrial Advisory Board will be sent to the Committee members to further evaluate interaction possibilities. However, the Committee feels that the following interaction items will be desirable:

- Board members' active involvement to provide funding for scholarships.

- Board members' funding of student projects such as SAE MiniBaja racecar competition, ASME Human-Powered Vehicle competition, BattleBot construction competition, ASHRAE design competitions, Senior Design Project sponsorships, and so on.
- Seminars given by board members or their designees at FIU on a broad range of issues will also be welcome as they can be useful to the faculty as well as students. For instance, one interesting topic may be on the expectations of companies from new engineering graduates.

2.2 Biomedical minor program

A proposal on Biomedical Minor program will be developed by Norman Munroe and Richard Schoephoerster and submitted to this Committee.

It was pointed out that requiring only 9 additional credit hours for this minor program was too low in comparison to other programs and the Committee will further review this issue once the proposal is submitted.

Current students will not be influenced by the changes as the university and departmental rules as of the time of their entry to the program bind them, and no new requirements will be imposed on them.

2.3 Procedure on thesis defense

It was unanimously agreed by the Committee that graduate students should submit the **final and complete version of their theses** to each one of their Graduate Committee members at least **two weeks** prior to the day of the defense.

Graduate students should also be made aware of this rule at the beginning of their studies to avoid a last-minute surprise. Faculty will also be asked to be sensitive on this rule and enforce it to improve the quality of work that our graduates produce. It was also pointed out that a member of the Graduate Committee can refuse to attend a defense should the thesis is not submitted within the two-week deadline.

This decision will be brought up to the faculty's attention at the next departmental faculty meeting.

2.4 Courses to review videotapes on ethics

It was agreed that the following courses are most suitable for this purpose:

- EGN 1100 Introduction to Engineering
- EML 3500 Mechanical Design I

- EML 4501 Mechanical Design II
- EML 4551 Design Project Organization

3. ACTION ITEMS

- Seminar score sheets (Norman Munroe, Carmen Schenck).
- Policy at the Dean's office to track employer survey of former students (Kuang-Hsi Wu).
- New proposal development for the Biomed Minor Program (Norman Munroe, Richard Schoephoerster, Anthony McGoron).
- University rules on unethical conduct (Yong Tao).
- Initial formulation of Industrial Advisory Board interaction results as specific steps to aid the ME program (Mark Zampino).
- Employer data collection from the ME faculty (Sabri Tosunoglu).
- Committee members receive information on interactions with the Industrial Advisory Board (Sabri Tosunoglu).

The meeting adjourned at 1:30 pm. Next meeting will be held in August 2002 and will be scheduled in concert with the departmental faculty meeting.

Dr. Sabri Tosunoglu, Chair
ME Curriculum Committee