

September 13, 2005

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Subject: MME Curriculum Committee Meeting

Hello MME curriculum committee members and faculty,

The college curriculum committee will have a meeting next week. In order to prepare our proposals beforehand, we will have a meeting this Friday, September 16, at 11:00 am. We will use the MME conference room if it is available.

Agenda items will include the followings:

- Changes in prerequisites. Carmen will bring the latest list of prereqs. We can now use the simplified format to submit prereq changes. It is not clear though whether we need to submit course summary forms or not. So far, I did not receive a response from the university.
- Graduate Certificate in Mechanical Engineering Professional Development (Dr. Gordon Hopkins)
- Graduate Certificate in Materials Engineering (Dr. Kinzy Jones)
- Materials Science Track in PhD Program (Dr. Kinzy Jones, Dr. Norman Munroe)
- Changes in undergrad and grad catalogs
- Other: Please see me if you have a new course/course change proposal

Changes made by mid-October will appear in next year's catalog. Those approved later in the year will have to wait for an extra year to make it to the catalog.

Keep in mind that the college committee accepts all forms typed electronically (MS Word files) for initial submissions. You do not need to use the multi-copy forms. Forms may be reached at the college curriculum site in MS Word doc format:

<http://www.eng.fiu.edu/curriculum>

MME Meeting: Friday, September 16, 11:00 am, EC 3327.

Sabri Tosunoglu