1. **MARCH 9, 2011 MINUTES:** approved

2. **MEC AND KNIGHT FELLOWSHIPS** – update on how many students accepted or declined the offers
   
   a. Knight: 10 accepted; 3 declined; 15 outstanding
   b. MEC Fellowships: 3 accepted (ranked #3, #4, and #8); 1 declined

3. **DEAN’S CERTIFICATES**
   Rajit Manohar described the purpose of the Dean’s Certificates. Several M.Eng. fields currently award them to students who complete the requirements of a particular concentration offered by the field. The certificates are typically used for concentrations which are not registered with the Graduate School. Any M.Eng. field may propose a concentration for a Dean’s Certificate. It was suggested that MEC reviews the proposals and recommends the concentration to the Dean.

4. **PRORATED TUITION:** the committee reviewed and revised prorated tuition policy and agreed on the procedures

5. **TRANSFER OF ACADEMIC CREDIT TOWARDS M.ENG. DEGREE:** amendments in the MEC Rules in section III.C.4. were reviewed and will be voted at the May MEC meeting.

6. **COLLEGE OF ENGINEERING FALL 2011 ORIENTATION, YOANNA FERRARA**
   The College of Engineering Orientation will take place on Saturday, August 27, from 1:30—6:30 p.m. The program will include career training workshops and a networking reception for M.Eng. students and M.Eng. program faculty. New this year will be multimedia online pre-orientation workshops. Their purpose will be to encourage students to start preparing for the job search even before they come on campus: update their resume, practice their elevator speech and organize their networking contacts. The workshops will also aim to ease the anxiety about the job search. Olbricht (ChemE) pointed out that the online workshops could also be useful as a recruitment tool for increasing the enrollment yield.

Suggestions:
- Online workshops: 30 sec/slide, last slide should include a to-do list, add structured questions to help students identify the types of jobs they prefer, e.g. testing, design, work with customers, etc.;
- Networking reception: invite local alumni.