Minutes
MEC Meeting
Wednesday, November 14, 2012
8:00—9:00 a.m., Carpenter Hall 240

Attendees: Manfred Lindau (AEP), Peter Jackson (Systems Eng., MEC Chair), Kathryn Caggiano (ORIE), Cliff Pollock (ECE), Jim Bartsch (BEE), Bill Olbricht (ChemE), Al George (MAE), Jim Bisogni (CEE/Eng. Management)
Guests: Yoanna Ferrara (RGS), Judy Thoroughman (MAE)

1. Approval of minutes of the October 10 meeting - approved

2. Assessment of M.Eng. learning outcomes – follow up on the discussion at the October meeting

   Peter Jackson confirmed with Sara Wicker that each field is expected to submit their field M.Eng. assessment report directly to the Graduate School. Although the MEC does not have a charge from the Graduate School regarding assessment, a coordinated effort to address a particular learning outcome could be beneficial.

   The MEC reviewed a proposal for a common MEC assessment survey intended to (1) provide information about teamwork and leadership skills at both field and program level, (2) allow efficiency in data collection and interpretation, and (3) support request for additional resources at college level.

   Big fields, such as ECE and ORIE, already have established mechanisms for collecting feedback from their students. Smaller M.Eng. programs, such as AEP and BEE do not have team projects and prefer to coordinate their assessment with the PhD program in their field. The overall preference of the MEC representatives, including those of mid-sized fields such as ChemE and CEE, was each M.Eng. program to complete the assessment at field level.

3. Planning for the December meeting
   a. degree design subcommittee to prepare recommendations for MEC review on alternative degree options, residence patterns and career management support
   b. financial aid subcommittee and RGS to prepare the 2013-14 timeline: M.Eng. allocations, Knight Fellowships, MEC fellowships
1. Approval of minutes from the November 14 MEC meeting

2. Degree-design subcommittee report

3. In-absentia: procedures for review and approval of in absentia requests

4. M.Eng. financial aid: proposed timeline

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2013-14 Proposed M.Eng. Financial Aid Timeline

**M.Eng. Appointments for 2012-13 and Allocations for 2013-14**

* If submitted by February 15, Spring 13 tuition and GTRS appointments will be charged from the 2012-13 allocations;
* March 8: RGS will send 2013-14 M.Eng. Allocations to fields

**Knight Fellowships**

* February 1, 2013: application deadline
* February 6: RGS will send applicant names to the fields
* RGS will send Knight application materials to the Johnson School for review
* February 22: Fields and the Johnson School will send ranked lists to RGS
* The week of February 25: Decisions will be made – the MEC Financial Aid Subcommittee will review the Knight applications; final review by the Associate Dean for Research and Graduate Studies
* First and second weeks of March (BEFORE Spring Break): RGS will prepare offer letters and send them to fields to deliver to applicants

**MEC Fellowships**

* February 22: Fields send the names of their MEC nominees to RGS
* The week of February 25: MEC Financial Aid Subcommittee will review the nominations
* First and second weeks of March (BEFORE Spring Break): RGS will prepare offer letters and send them to fields to deliver to applicants