I. Meeting Call to Order: Bryan Huey – 1:00p.m.

II. Minutes of the Previous Meeting: Bryan Huey - Approved

III. Undergraduate Updates: Serge Nakhmanson
A. Undergraduate Council Meeting – Tuesday, December 12th, 2017
   1. Email will go out following this meeting with updates from Serge
B. Final Plan of Study – Should be all set for December 2017 graduates
   1. Reminders – Does Mariel Zoni send reminders to graduating seniors on submitting final plans of study?

IV. ABET: Rainer Hebert
A. Senior Design – Final deliverable is the written report
   1. Identifying written responsibilities - Students need to submit something that identifies which parts each student was responsible for
      a) Table of contents - Students could potentially add a table of contents to their written portion to identify who did what
         (1) Do we want to make the table of contents standard?
   2. Capstone is a W course – There needs to be written feedback provided and documented
      a) Additional feedback from Rainer - Rainer will have one-on-one meetings with each team for additional written/oral feedback
   3. Safety Compliance - Students have to be safety compliant for this course
   4. Grades – Rainer will be involved in the grading for the non-faculty instructors (Monty Shaw, Adam Wentworth, and Paul Nahass)
B. Syllabi – Send all syllabi to Rainer for ABET archive purposes
C. Self-Evaluations – Need to provide a one page self-evaluation for each course on potential improvements – Rainer will send out a template
D. A-K Edits - Have been approved
   1. ABET Committee will meet to discuss:
      a) How we will assess these new criteria?
      b) What additional courses will be used?
V. **Graduate Updates**: Bryan Huey

A. **Seminars** – No electronic devices allowed
   1. **Exceptions** – Using for notes
   2. **Consequences** – Student will receive a zero for the class that day

B. **Reminder** – Faculty need to make sure graduate students have completed necessary trainings

C. **Opportunities for grant money** – Implementing content on professional topics such as ethics, learning from failure, etc, and completing surveys on these is worth around $2,000. (E-Learning Mini-grants)

VI. **Department Head Updates**: Bryan Huey

A. **Announcements**:
   1. **Materials Advantage Banquet** – Friday, April 13th from 5-8pm in the Alumni Center Great Hall
      a) This is meant to be a social celebration of MSE accomplishments
   2. **New faculty** – Dr. Jasna Jankovic is scheduled to start in January

B. **Direction for the Department**
   1. **Strengths** – Service – committees, papers, etc.
   2. **Opportunities for improvement** – Getting re-involved in CASE, visibility – fellowships, professional societies, nominations (national and international), branding – our identity as a department, etc.
   3. **Suggestions** – Adding a few graduate and undergraduate students to faculty meetings every once in a while, cross departmental networking for graduate students, etc.

C. **Future Hiring**
   1. **Mark** – IMS Electron Microscopy Search
   2. **Rainer** – Two IMS/MSE searches – assistant professor and assistant/associate professor

*Meeting adjourned: 3:00pm*