1. Qualifying Exam Committee
   a. The committee is being put in place and will have a meeting in the near future to discuss dates, format, etc.
   b. an email needs to be sent to students stressing importance of getting Calister book & studying for the exam.

2. Advisee/Advisor Assignments for fall 2011 Students
   a. Deadline should be set for ALL students to find advisors by (End of Sept) – same goes for self-funded students.
   b. Rampi is to email students and ask for top 3 advisor picks, etc.
   c. Would be a good idea to check-in with faculty as well, see whose talked to them so far.

3. Outstanding Graduate Student Awards
   a. Trista will email Pamir to see what was done last year in regards to timeline & nomination criteria, etc.

4. Admission for spring 2012
   a. We need to see how many faculty are in need of a student for the spring before admitting.
   b. Usually in Oct. Trista will email deferring students to ‘check-in’ to see if they are still intending on coming in the spring, etc.
   c. Trista is to email Pamir in regards to Goksu, to see his reasoning’s for reinstating his application for review this spring.

5. Recruitment
   a. We need to come up with a strategy to recruit new students, domestic numbers are quite low.
   b. many ideas were thrown around – George suggested making a list aka ‘road-map’ of ways to improve the recruitment process for MS&E. – bring to next meeting.
   c. Rampi should talk to Mun (Mech Eng) about their recruitment process, budget, etc.
   d. in the meantime Trista will compile current & former MS&E student contacts as means for recruitment. Dr. Carter or Cathy may have list.
   e. Everyone should send Trista a list of personal contacts for means of recruitment, both domestic & international.
   f. look into a connection to be made between industry & MS&E for graduate students to work, etc.
   g. to be discussed more at the next meeting.
   h. try to establish a budget

6. Admissions
   a. Recruit early, perhaps have a contract like Ashish, for students not apply elsewhere, etc.
   b. Perhaps one person to put things in uniform manner (Trista spreadsheets)
   c. This item can wait until later in the year (December, etc)
7. OSP & Other Awards.
   a. item on hold and will be discussed later (December)

8 Orientation.
   a. A list was given to committee members for any additional suggestions

Other
   a. Dr. Carter mentioned that meeting minutes will eventually be posted online by Heike, faculty will access this by means of their engr email.
   b. Courses currently listed in the graduate catalogue should be updates – new courses to be added and also courses no longer offered to be removed.
   c. Committee should think of ways for ALL MS&E students to get more involved
      i. Radenka mentioned a Poster Session for ALL MS&E students.
   d. Dr. Carter mentioned having ALL dissertation proposals at IMS, EII or UTEB. (not at C2E2 or Health Center, etc.)

Action Items:

Rampi – Email Students about Qualifying exam preparation as well as set a deadline for finding an advisor (October 1st)
ALL – Go over current courses & revise (add & remove) – postponed until later
ALL – Thinks of ways MS&E Students can get more involved
Trista – Find Alumni contact information for recruitment purposes
ALL – Email Trista recruitment ideas to compile together & use as a road map
Trista - update calendar information (advisor selection, qualifying exam, grad student awards
Rampi – Email Mun (Mechanical Engineering) to learn about their recruitment process

The next meeting will be Monday, September 26th from 2-3pm and will be in IMS room 147a; Trista has already reserved the room.