

EPIC Meeting
October 4, 2002, 12-1 PM
Minutes

Members Present:

Ron Barr (EPIC Chair, Graphics, Biomech.)
Steve Biegalski (Nuclear)
Eric Fahrenthold (Mech. Systems & Design)
John Hasenbein (Oper. Res.)
Jack Howell (Thermal/Fluids)
Theresa Jones (PROCEED Assess.)
Ram Manthiram (Materials)
Lew Rabenberg (Materials)
Harovel Wheat (ME Assoc. Chair)
Billy Wood (ME UGO, unassigned)
Sherry Woods (Dean's Office)
Danielle Fournier (ME Staff Support)

1. Box lunches were served and committee members were introduced, including several new members for Fall2002.
2. Barr showed the EPIC website that was prepared by David Dart. It can be linked from the ME home page under the "Committees" sub-title. The website is:
<http://www.me.utexas.edu/committees/epic/epic.shtml>
3. The ABET syllabus template project was discussed. It was agreed that the faculty may have to complete two syllabi: one tailored to their classes in their own particular style and one using the common ABET format. Sherry Woods will verify that the current template we are using (Template Plan B) is indeed the format that the Dean supports. Dani will then send via email an electronic Word document of the Syllabus Template Plan B to all faculty next week.
4. The committee agreed, based on Jack Howell's recommendation, that the "End of Semester Short Course Feedback Form" be attached to the grade sheets when they are distributed. The ME UGO will handle this, since they distribute the grade sheets. These forms are to be directly returned to the ME Chair's office. John Hasenbein suggested that a short note from the Chair be attached, explaining what the ME Chair will do with the forms. The committee agreed to this idea.
5. Discussion next focused on the Course-Outcomes matrices and the collection of student sample work to support the achievement of these outcomes. It was decided that we would collect the following:
 1. For every homework assignment and/or class project, collect 1 exceptional and 1 minimally acceptable example.
 2. For every exam, collect 1 exceptional and 1 minimally acceptable example.

6. The committee discussed the best way to collect the student samples. Eric Fahrenthald suggested that all ME faculty should participate, instead of trying to assign specific faculty to specific courses. The committee agreed to support this. Dani will send out a reminder email to all faculty after the meeting (*note*: this action item was already completed before the minutes were distributed).
7. Barr will remove faculty names from the Course-Outcomes matrix and send a new electronic version to David Dart for the website.
8. Barr mentioned that bookcases, picture-framed objectives and outcomes, and outcome notebooks will be placed in the ME fifth floor lounge area. Dani mentioned this will be ready in November.
9. No time remained for discussion of the EBI results and assessment tools. These will be topics for the next EPIC meeting in November.
10. The EPIC Meeting adjourned at 1:15 PM.