Town Hall Meeting – Spring Quarter 2015
Wednesday, May 25, 2016
12:30pm – 2:00pm
von Karman-Penner Seminar Room, EBU2 479

Faculty, staff, and USAC members in attendance: Hrishikesh Barokar (USAC)
Prof. Vitali Nesterenko (Department Chair)
Prof. Sheng Cai (UAC faculty)
Nick Busan (Undergrad Lab Manager)
Patrick Mallon (Student Affairs Manager)
Sandra de Sousa (UAC staff)
Chelsea Rankin (UAC staff)

1. How can student organizations use the department's lab resources (e.g., machine shop)?
    a. Department Chair has been in communication with Dean Pisano about allowing student org access to lab space.
    b. Department legally can't allow unsupervised access
        i. Students mention that San Jose State University offers unsupervised access
            1. If true, this is not the norm
            2. Cal States are not UCs
        ii. Nick talked with his counterpart at UC Berkeley and confirmed that unsupervised access is not allowed.
        iii. Department is working on a proposal for hiring additional lab FTEs to supervise some after-hours and weekends.
    c. Access to machine shop is supposed to be for students enrolled in lab courses only
        i. Create 0-unit Principles of Machinery course?
            1. Students must enroll to gain access
            2. Required to take a lab safety workshop beforehand
            3. Doubtful that a 0-unit course would get approved by Academic Senate's Undergraduate Council
        ii. MAE 198 – Directed Group Study?
            1. Instructor of record = org's faculty sponsor
            2. Lab safety workshop required to enroll
            3. Enrolled students can then use lab space
        iii. June 6: next meeting to discuss logistics for this option
    d. Why can't this process move faster?
        i. Department wants to create a long-term solution, which takes longer than a short-term fix.
        ii. UCSD bureaucracy takes a long time
        iii. Can't the department make this a priority and push it through faster?
2. Other Student Issues
    a. MAE 144 and MAE 145 not in most recent "Academic Senate meeting minutes"
        i. From Linda Vong: "UGC minutes are not posted online. And if a course is approved outside of a proposal (for example, it was a course approved in

ii. MAE 144 and 145 (both approved on 2/17/2016) will be published in the next catalog copy in June 2016.

b. Upload Town Hall minutes to website for those who could not attend
   i. Great idea to increase transparency
   ii. We should also post updates on issues raised during Town Halls.
c. MAE 197 (Internship) should be able to be used for TE credit.
   i. Department Chair very much agrees.
   ii. Possible that 197 cannot be used for TE credit because of ABET restrictions.
   iii. This will be taken to UAC for review.
d. Moxie Center lab space will be used for graduate lab courses.
e. Student orgs need storage space
   i. Nick Busan is working on a proposal to allocate some Moxie Center space to student org storage space.
   ii. Nick contacted student org presidents for their input on the proposal.
   iii. USAC should create updated list of student orgs and presidents so that we can make sure we reach all orgs.
f. What is procedure for evaluating quality of a class (e.g., material taught)?
   i. CAPE evaluations
      1. Currently the main way to evaluate course
      2. Obvious problem with student's evaluating a course: if they receive an A, they won't complain even if the course didn't cover some material
   ii. Provide feedback to MAE advisors or Department Chair
      1. Send email to Department Chair (mae-chair-l@ucsd.edu) or advisors (mae-ugrad@eng.ucsd.edu).
      2. Anonymous feedback form at bottom of this page: http://mae.ucsd.edu/about/contact.
      3. Please let us know ASAP if a professor is not showing up to class or not teaching material.
   iii. Teaching Work Groups (TWG) ask for instructor feedback on their courses
      1. Should the standard syllabi be changed? (http://mae.ucsd.edu/undergrad/courses/syllabi)
      2. Did students have sufficient prerequisite knowledge?
      3. New TWG process, effective this year, will ask for instructor feedback quarterly