

Monday February 4, 2008

1. To meet once a month on the first Friday at noon. The next meeting is March 7th.
2. To informally ombuds for our ME classes. We would speak to the professor ourselves, and Prof. Bhattacharya or Prof. Brennen if necessary
 - If you do not want to ombuds for classes, that's fine, let either Will or me know.
 - If you do want to ombuds, please e-mail me which ME required classes you're in. Ex: "Tzong-Lian Tsay; ME 35, ME18". We'll let all the ME's know that we've volunteered and allow others to volunteer too.
3. To wait on the ME72 social to see if the Alumni House will host it. Otherwise, we will organize it.
4. To rename "ME Option Committee", any suggestions?
5. Future Items:
 - ASME Chapter - Drew is looking into it
 - Impromptu Design Contests - Have student-faculty teams (maybe teams of 3 students and 1 faculty). We could combine this with a social afterwards.
 - Socials in the beginning of the term will have higher student attendance
 - 3rd Term: hold a non-research seminar social by Caltech ME Alums
 - Perhaps invite speakers
 - at the beginning of the year, create an opt-in mailing list for those at all interested in competitions

Below is the BUSAC (Biology's option committee) model for reference:

BUSAC Model

- most important thing: getting \$!! for food and for socials= people will show up.
- get a faculty advisor (to provide funding)

BUSAC puts on:

- 1 social event/term
 - make special invites for faculty
- Frosh Info Night (fall term)
 - general opportunities/research
 - upperclassman advice
 - what classes to take / 4-year plan
- Ombuds for all classes

- everyone put together to try to cover all the classes
 - if there is a class no one is in, ask someone else to ombuds
 - ombuds meet with faculty once a week, if possible
- Survey
 - every spring break
 - bribe people with lottery prizes
 - present findings to faculty board meeting

for more info: <http://www.its.caltech.edu/~busac/>