

**Friday February 29, 2008**

### **ASME**

- Next step is to put something in the survey to get an idea how much people like this idea.
- Drew - can you make a list of the major advantages and disadvantages and send them to Brandt and Will?

### **ME website**

- Prof. Bhattacharya agrees it is a good idea.
- Grad students have SOPS website, look at that.
- We can manage it, it will post news, important announcements, anything else we think is good. Who would like to do this?

### **Think of new names for the committee**

- MUSAC (Mechanical engineering Undergrad Student Advisory Committee)?
- If no other ideas, we'll use MUSAC.

### **ME option survey**

- Aryan volunteered to conduct this survey using surveymonkey.com with Brandt
- Prof. Hunt has exit surveys to use as models. We will phrase the questions in the same way for better comparisons.

### **Freshman info night**

- We can't waste time on this to have it ready by early next term!
- Current ME's and faculty give an informal presentation/discussion with freshman as they choose their major.
- Stassy will manage this from now on (Brandt and Will can help if necessary)
- Tentative format is quick descriptions by a few people with questions throughout and at the end:
  - Overall/intro to ME at Caltech, presented by a faculty member (who?)
  - What you learn in what class, why it's important, etc. by year
    - § Sophomore year – Aryan
    - § Junior year – Who would like to do this?
    - § Senior year - Who would like to do this?
  - Options after graduation - Who would like to do this?
- The date will be early third term on a weekend night probably. Also, it will be around when another speaker comes (Thompson) that Prof. Bhattacharya is organizing.

- Logistics –Stassy (or assign someone else)
  - Room reservation or outside in valley thing next to SFL and Thomas – contact Sylvie Gertmenian (sylvie@caltech.edu)
  - Dinner/snacks – Sylvie again
  - Room set up for powerpoint presentations
  - Pick a date and time (a Sunday night?)

### **Pictures of ME students in Thomas' hallways (like grad students and faculty)**

- Collect pictures somehow (could threaten to use ASCIT pictures to get people to have them taken or send in their own).

### **Ombuds people for important classes next term**

- ME 18b – Prof. Hunt will select one
- ME 35c - Aryan
- ME 96 – Who would like to do this?
- ME 71 – Who would like to do this?