Meeting with Prof. Driscoll
Meeting Minutes

2-15-11
Meeting with Prof. Driscoll
Regarding an Engineering Open Forum
Jonathan Lindblad  2.15.11

Before Meeting:

- Time:
  - Week after Spring Break?
    - Midterms are before break, less work after
  - Tuesday – Career Fair
    - 3:00 PM - ?
  - Thursday?
  - When is “Free Time”?  
- Style:
  - Q&A
    - No presentation topics
  - Most likely smaller
    - Still for all engineering majors
    - Room in Wentworth/4th floor of Beatty?
  - Just Prof. Driscoll?
    - If smaller, no need for additional professors
- Advertisement:
  - Posters
    - Week before Spring Break
  - Club Meetings
    - AMSE, IEEE
  - Department email
    - Monday before and after Spring Break
- Sample Questions:
  - Lab spaces
    - Can students get more access to the Basic Industries lab?
    - Can engineering students use industrial/architecture equipment? Can they use the equipment in engineering labs?
  - Hiring of new professors
    - With new majors, will there be more professors being hired?
    - If so, would there be any way to get students involved in the hiring process?
      - Sample lectures?
    - Student problems with current professors
  - Enrollment update
    - Is the enrollment for the current engineering majors decreasing with the new majors being added?
    - Enrollment numbers for the open forum?

During Meeting:

- Tentative date: 3rd week of March
  - Thursday, 17th
  - Anytime from 3:30 – 5:00
  - Tuesday, 22nd also an option
• Beatty 401?
• Major topics:
  o Accreditation
  o Enrollment
• Meet again the week before Spring Break. Give Prof. Driscoll a more complete list of topics for him to prepare information for.
• Talked to Barbara to reserve a room for that time
  o Beatty is filled on Thursday, still waiting to hear back about a room in Wentworth

After Meeting:
• Cori will take notes
• Talk to Nick about advertising on Facebook/WSG website
  o Poster printing
• Campus Update and department email
• Waiting on the room to be finalized before printing posters/releasing information. Hopefully have everything finalized this week so advertising can go up next Monday.