1. **Welcome Members**

   L. Quast welcomed all members and discussed the purpose of the committee for those not in attendance at the May 2018 meeting. Members made introductions around the table.

2. **Report from Dean**

   P. Sullivan welcomed all members and thanked them for participating in this committee. She referred to the recent Engineering Faculty Assembly (EFA) held on June 19, 2018 with no further update.

3. **Round table Discussion**

   The discussion was opened up to each member to update the committee of “what’s new” in each of the departments.

   J. Skinner informed the committee that MME will be expanding to the third floor of Engineering 7. They will gain 2 classrooms, graduate student space and four small labs. The empty space in Engineering 5 will be used to accommodate graduate students.

   L. Quast reported of the Architecture Engineering program starting in September and the new studio space being renovated in CPH. Currently there are 105 students accepted to the program which consists of 50% women. Along with new faculty, there has been a new Undergraduate Coordinator and a Technician hired to support the new program.

   A. Muir reported that Systems Design will be moving their Graduate Studies Office and Graduate Students to Engineering 7.

4. **Outstanding Staff Performance Awards**

   Prior to the meeting access to review the nominations for the outstanding performance awards was provided to the committee. The Chair asked for a vote (by secret ballot) for
the two awards, one Technical and one Administrative. Votes were counted by D. Kellendonk and winners, Mike Wilson from Mechanical & Mechatronics Engineering and Susan Key from Engineering Undergraduate Office, were announced. The committee was asked to keep the results confidential until Dean Pearl Sullivan contacts each of the winners.

5. **Other Business**
   Reminder was sent out to departments regarding Engineering Day being held on Friday, July 13, 2018.

Meeting Adjourned 2:55pm