

ESTC Minutes
Engineering Student Technology Committee
September 26, 2024
4-5pm Scott 203

Present:

ATS : Nick Mesa, Nico Gordillo, Prof. Maria Rugenstein
CBE : Soumik Ghosh, Prof. David Wang
CEE : Kaden Fletcher, Darianys Maranda
ECE : Vosidjon Abduvahobov, Benjamin Agyekum, Prof. Ali Pezeshki
ME :
SE : Prof. Steve Conrad
SBME : Dmitri Svetiov (Chair)
Ex-Officio : Prof. Sam Bechara (Assoc. Dean for Undergraduate Affairs)
Ex-Officio : Kelley Branson (ETS)
Guests : Nick Stratton (ETS)

Absent:

ATS :
CBE : Ben Sosa
CEE : Alejandra Acevedo, Prof. Ryan Smith
ECE : Cody Saunders
ME : Michael Brown, Brandyn Garcia, Prof. Kirk McGilvray
SE :

Old Business & Welcome

Welcome and Minutes

- Kelley asked if there were any objections to recording the meeting for those unable to attend. There were none and the recording was started. This can be found on the Teams site for this meeting.
- Nick Mesa offered to take minutes. Thank you, Nick!
- Dmitri welcomed everyone and introductions were done. Handouts were passed out to all in-person attendees; online availability noted. Dmitri discussed how we (loosely) follow Robert's Rules of Order.
- The minutes from the April 23, 2024 meeting were unanimously approved. Kelley noted an update that no department accounts were swept. These will be posted to the ESTC website by Kelley. These and other ETSC documents are available to ESTC members at the following:

[T:\Committees\ESTC](#)

If you are unable to get into this drive space, let Kelley know.

New Business

ESTC Positions Unfilled

- 1 CBE undergraduate student
- 1 ME graduate student
- 2 Systems Engineering graduate students

ESTC Overview Presentation

Kelley presented an overview of what the ESTC does.

- ~\$170 charge for 15 years; 2 increases in the past 2 years to current rate of \$187.40
- Uses of CFT discussed
- 3 Fall meetings, more in Spring to discuss budget (5-6)
- Dimitri noted when binding decisions are made, students must hold a "present" majority over faculty
- Proxy voting was defined as not voting for someone else
- Clarification on proposals and issues related to CFT fund (Point 5 on the "So You Joined the ESTC" handout)
 - Committee votes on Strategic Initiative proposals made by Departments IF there are funds left in the CFT account towards the end of the fiscal year (April'ish).
 - Because fee is paid by students, money must be spent on purposes that benefit or are related to student technology.
 - Anyone can present a proposal at any time; unsolicited proposals are allowed and entertained to allow for full representation but are almost always moved to the end of the fiscal year when we know if we have the funding.
- Point 6 on committee not deciding what software is purchased by individual departments
 - Committee decides what bulk licensing is purchased for College by College (ie MS Office Suite, Matlab)
 - Department licenses are typically purchased on department allocations.
 - Revisions to Point 6 recommended to clarify.
- Current budget is at a deficit, potential cuts need to be made -- this will be the Committee's job in the spring semester.
- Lack of metrics to make sure committee meets wants and needs of student body
 - Dimitri stated goal to communicate what ETS offers to students, what ETS does, and how they get their money's worth
- Kelley noted that the current working budget and past budgets, meeting minutes and project proposals are all on T:/Committees/ESTC drive as well as many resources on the ESTC website.

- 2024-2025 budget briefly presented by Kelley
 - Department, Central Services and Systems, and Strategic Initiatives allocations discussed

CETC Representatives

The College of Engineering Technology Committee (CETC) is a committee that reports to the dean and is comprised of the ESTC faculty, the Assistant Deans to include research and two student members of the ESTC appointed by the ESTC Chair: one graduate and one undergrad. Time commitment is one- to two-hours per semester.

Please consider volunteering to be on the CETC - let Dmitri know by our next meeting, October 15.

ESTC Subcommittees for AY25

Dmitri proposed Fall semester focus groups to think about previous issues that have been raised by ESTC members.

- 1 Improving communication to students to make sure they know what we do, what ETS provides, all the software, labs, etc. that ETS funds, specifically targeting new students (transfer, first year undergrad, grad). This will likely include emails and surveys within departments and looking at how we can improve these communications during Orientations.
- 2 Fairness in Departmental Allocations. Biomedical Engineering students are not currently well-represented because undergraduates have their home in the other departments, so essentially double majors. Their representation is, therefore, with their "home" department and not with SBME because SBME is a "School". Dimitri is the only representative (grad) and there is no faculty rep.
- 1 Representation Within Departments. While departments are able to decide what they spend their "department CFT" on, some departments have "internal" committees to aid in the decision and others do not (ie - the department administration and Lab Managers make the majority of the decision). Focus here is to look at the process for each and find best practices so that everyone knows how to bring about change and potentially change their decision process. Also to see how student enrollment is quantified, including for the purposes of CFT allocations. Currently double majors are not counted in both departments/programs, and minors are not counted at all.

Dmitri will send these out in an email to the Committee. Please respond to indicate which one of these interests you.

Other Items

- Questions came up regarding the ESTC Membership Checklist. Kelley will look the checklist over to make sure it makes sense. A Proxy vote is a member present at a meeting casting a vote on behalf of a member absent from that meeting. This is not allowed in the ESTC.

Next Meetings

October 15, 4-5pm Scott 203

November 14, 4-5pm Scott 203

Meeting was adjourned around 5pm.

Respectfully submitted by Nick Mesa with updates and modifications from Kelley