Meeting Minutes: Capstone Leadership Team
8/16/05, 8:00 to 11:40 AM
EE Conference Room
Present: Law, Beyerlein, Elger

Purpose
Get ready for Fall Capstone Course

Results
1. Project Learning
   a. Concepts
      • Old paradigm is “doing learning” and “doing project work” as two different activities.
      • New paradigm is “Project Learning” in which the two activities are merged in a way that
        is synergistic--learning is much better & project work is much better.
   b. Generating Question: How can our team model project learning?
      • Scholarship--do research together related to capstone
      • Program assessment of capstone program
      • Pick areas in which we want to grow. E.g. solid works (SB), controls (DE), etc.
      • Align capstone projects w/ research areas
      • Reflection--key things we have learned
        *team
        *self

2. Project Tracking--Action Items
   • JDL/SWB--contact people in green & yellow--by COB
     Monday
   • JDL--update spreadsheet form--by 8/16
   • DFE--send updated form as marketing collateral--administrators; faculty--by COB Sept 6th

3. Other Action Items
   • DFE--COB Wed, check out classroom for teams, presentation system
   • JDL--supervise Lloyd--first draft of web; COB Thursday
   • JDL--update plan for student project--present @ Thursday meeting

4. Course Planning
   a. format of lessons--see appendix A for template & example

5. Open Loops (future agenda items to pick up)
   a. plan @ 2 & 8 week level
b. review assessment of ME424 from summer 2005 & decide on actions for F05

c. long term plan for capstone--decide next steps

d. assess phase zero process

e. revise capstone course description--common numbers etc.

f. decide on role of Lloyd, Jake, Bryce?

Appendix A--Lesson Plan Template

Title of Lesson

Learning Outcomes

• Describe what learners will be able to do using the Pacific Crest outcomes (competency, experience, growth, integrated experience, accomplishment)

Resources

• List names of resources--use same title as resource page

Facilitation Plan

Preparation

Present pre-assignment (homework) before class. Use student-centered language so that the assignment can be place on web w/o rewriting.

Class Session

Describe the facilitation plan, who?, what is going to happen?, how long will each step take?

Homework/Followup

Describe follow-work. Use student centered language.