

Program Performance Review: Culmination Meeting Memo Electrical Engineering, B.S. Program

The 2014-2015 Program Performance Review (PPR) process for the B.S. Program in Electrical Engineering concluded with a culmination meeting on December 11, 2015.

The program submitted ABET reaccreditation materials in lieu of the PPR documents. At the meeting, the program was commended for completing the reaccreditation process. The ABET review pointed out the significant progress made in the past several years, which includes:

1. The support of the Dean's office and Institutional Research in utilizing metrics to take tangible actions has provided strong support for the program, which is leading to an increasing retention rate of students in the past couple years.
2. A new ECS initiative, ECS Academic Catalyst for Excellence Scholarship program, offers students a variety of specific support services to maximize first year success.
3. The program utilizes a Graduation Specialist, under the auspices of the Engineering and Computer Science (ECS) office, to monitor and reduce the amount of time for students to graduate.

The major recommendations and concerns raised through the reaccreditation process were discussed. Suggestions on how to address them were provided:

1. The program needs to develop an effective assessment feedback processes, in order to demonstrate closure or a positive impact of a systematic continuous improvement process. The program needs to document how assessment data are evaluated, and how the results of that evaluation are used for program improvement.
 - The AVPAP recommended the program to become familiarized with the university's six-step assessment process, and document assessment activities and improvement actions into the university assessment documentation system, *Compliance Assist*.
 - The department chair reported that an assessment committee is now in place, which consisted of 3 faculty members. The committee has started to identify venues of assessment (i.e. course), and to create a list of when data will be collected in each course. The department chair plans to review the report from the assessment committee, and to work with the committee to enter information into *Compliance Assist*.
 - The dean also encouraged the program to focus their efforts on demonstrating evidence for "closing the loop", which is critical for the next ABET report. The program was recommended to focus on data from AY14-15 and AY15-16 to do so.
 - The program was recommended to send the next ABET report draft to the Office of Academic Programs for review. The Office of Academic Programs, as the central "gatekeeper" of university and disciplinary accreditations, will provide support from the university perspective.