In attendance: Milica Markovic, Lynne Onitsuka, Ken Sprott, Weide Chang, Kevan Shafizadeh, Mary-Jane Lee

Absent: John Oldenburg

**Agenda Item:** Finishing up senior project report evaluations

Discussion: Department Reports

1) Department commitments
   a. CE Department: Hard copy of documents will be submitted today
   b. ME Department: Ken Sprott will email soft copy of documents
   c. CSC Department: Hard copy of documents will be submitted today
      i. CSC – short reports, want more? No. Four is fine.

2) Reports are to be from a random sample
3) ECS Help Desk will scan all hard copy documents and convert them to soft copies for the website
4) Website
   a. Email documents to webupdate@ecs.csus.edu
   b. Update header to state College of Engineering and Computer Science
   c. Graphs (not raw data) will be posted
   d. Upload rubric template for ease of availability
   e. Soft copies of senior project reports will be posted once ready

**Agenda Item:** Example analysis of oral reports

Discussion: Oral Presentation Evaluations

1) Missing data
   a. Milica’s assistant will fill in the columns accordingly for missing data

2) Team evaluation
   a. Average the row and fill in one value as a team score
   b. Each column = 1 student from a team
   c. EEE Department: teams of 2, one student presented

3) Future Database/ Excel spreadsheet?
   a. It’s currently in Excel
   b. 1st six columns = 1st team (color it)
c. 2nd six columns = 2nd team, etc.

d. Vertical = question

e. Horizontal = team members

**Agenda Item:** Changing oral evaluation rubric

**Discussion:** Is the rubric too much?

1) Oral Communication Rubric – too much
   a. All department (College Version 1) – beta
      i. Plan to change it
   b. IAB: If they have to do it again, then they will not come back
   c. EEE Department version is simpler
   d. All needs to fit on one page.

2) Issue: Who is who?
   a. Evaluate as a team for issues like language
   b. Default is one score per team. Option to expand to each member
   c. Add area for comments with one score

3) Charts of average score
   a. ~12 evaluators per team presentation
   b. Break charts to separate columns (0-1.99, 2-2.99, 3.0+)
   c. Goal: Meets or exceeds criteria, progressing but not good, not good

2) Chart of specific questions
   a. Questions on x-axis
   b. Average score of evaluators for a specific team on y-axis
      i. Average score for all evaluators of all members in the team

**Discussion: Concerns with ABET and the rubric**

1) ABET
   a. Will poor rubric results hurt the college in regards to ABET?
      i. Showing results with low scores (<3)
   b. (Markovic) ABET wants to see improvement and monitoring

**Goal:** Show ABET that we are closing the loop

1) Collect data
   a. 1st step: May not be good, but use data to improve
   b. Find problems
   c. Look back at curriculum
   d. Identify points to fix
e. Evaluate again in a year
   i. Did the changes/fixes help?

2) Show work in progress
   a. ABET does not currently have data
   b. MET will do the rubric in spring since there are no fall presentations
      i. Need representative – not Ken Sprott
      ii. Representative should only work on MET

Action Items:
1) Get presentation tips from CE
   a. CE presentations are currently superior to other departments
   b. CE format uses a consistent forum
2) Find where are oral presentations taught in the curriculum
3) Changes to oral presentation rubric – meet with Milica & Mary Jane
4) Fix oral communication rubric
5) Inform students of rubric

Agenda Item: Assessment agenda for this semester

1) Review reports – reading day
   a. Five copies – one for each member
   b. Assessment committees from each department for reading day
   c. Review three reports from 9a-3p with pizza at noon, February 29th
   d. Reserve 3009 (Intel Lab)
   e. Each reader needs to be there for a couple hours to get assignments

2) How many readers per report?
   a. Each department with 4 reports
   b. At least two people per report within department
   c. 4 reports will be reviewed by different departments
   d. Each report will be reviewed by
      i. Two to four people inside the department
      ii. One person outside the department

3) Every departmental web page needs to have an ABET page that:
   a. Includes:
      i. Mission Statement
      ii. Objectives
      iii. Outcomes
b. Keep updated  
c. Deadline: End of summer 2008  
d. Use college template  
e. See EEE Department for example  
f. ABET page is public  
g. Data is password protected  
h. CE Department is done and needs to link to the College assessment page  

4) Finish oral presentations, gather data – what do they do to get good presentations  
   a. Ask others for tips  
   b. Evaluate curriculum to teach presentation  
   c. Give out rubric  
   d. Closes the loop until next year’s evaluation  

5) What is each department do for oral presentation prior to senior project presentations?  
   a. Oral Questions should relate to course  
   b. Questions only test effectiveness of communication – not content  

6) Evaluation of various courses  
   a. Math, science, and diversity (foreign language)  
      i. May be done as a group (hard)  
      ii. Which classes will be used?  
      iii. Where to get the data?  
         1. Ex: Exams in class vs take home (group) – grade is okay to use  
         2. Labs, oral presentations, group projects, etc. – grades are not good indication  
         3. Non-in class items are not indicators of individual skills  
         4. Contact OIR for grades for College of ECS students for a given student  
   b. Ethics and team work as group  
      i. Easy: Surveys in electronic form