In attendance: Milica Markovic, Lynne Onitsuka, John Oldenburg, Mary-Jane Lee, Ken Sprott

Absent: Weide Chang, Kevan Shafizadeh

Agenda Item: Approval of Minutes
- approved
- Ken move, John 2nd

Agenda Item: Writing evaluation next Friday, February 29th
1) Department reviews each document at least two times
2) Other departments review each document once
   a. Each department should have four members of the review committee
   b. Each member of the committee will review a different departmental report
   c. Review committees
      i. CSC
         1. Ted Krovetz
         2. Scott Gordon
         3. Bill Mitchell
         4. Mary-Jane Lee
      ii. EEE
          1. Steven De-Hass
          2. Tom Matthews
          3. Turan Gonen
          4. Russ Tatro
          5. Milica Markovic
      iii. ME
           1. Ken Sprott
           2. Robin Bandy
           3. Tim Marbach
           4. Dan Noren
      iv. CE
         1.
      v. CpE
         1. Jing Pang
         2. Weide Chang
         3. Dick Smith
         4. Milica Markovic
         5. Perry Heedley
         6. Nik Faroughi
         7. Behnam Arad
         8. Issac Ghansah
1) Action Items
   a. Bring the list of your required Freshman and Junior courses (Math, Chem, etc.)
   b. Bring the list of faculty reviewing project reports
   c. Update website to reflect a number next to the doc name and a dept in parenthesis next to the side including the number reflected below.
      i. CE
         1. EEE-1
         2. CPE-1
         3. CS-1
         4. ME-1
      ii. CSC
         1. EEE-2
         2. CPE-2
         3. ME-2
         4. CE-1
      iii. EEE
         1. ME-3
         2. CPE-3
         3. CS-2
      iv. CPE
         1. EEE-3
         2. ME-4
         3. CS-3
         4. CE-3
      v. ME
         1. EEE-4
         2. CPE-4
         3. CS-4

2) Goal
   a. Do the review before Friday. If not completed, then do it on Friday meeting 10:30a-12p in RVR 3016

Agenda: Other Items
1) Matrix of outcomes to courses
   a. CAC requires a table
   b. Ask OIR for grades of ECS students in freshman and junior year in the specific courses
      i. Where are courses taken in the program?
         1. Offer a specific question related to math/physics in the course.
      ii. How do ECS students by discipline compare to other students?
      iii. How many years back?
         1. As many as offered… (OIC)
iv. Issue: Allow for students who want to change majors (declared CE may want to be ME)
v. Issue: Transfer students may be taking it from community college
vi. It does give a snapshot of students at a time
vii. Look at syllabi and grade correlation
   1. What percentage of the grade is based on exams?
   2. The various instructors give too wide range of course
viii. Issue: How to close loop for student who fail the first time?
    1. Sol’n:
       a. Collect data
       b. Document paths of action: mentoring, engineering section only, etc.
ix. How many students are “shedding” at each level?
   1. English placement test
   2. CSC want to focus on core topics
2) Math placement test score
   1. How did they place? Where are they at in the junior year?
   2. Look at data
   3. If not pass, must pass remedial courses within a year
   4. Organized by the learning skill center
   ii. Students succeed as well as non-remedial, but they are a year behind other students
3) Do we save Fast Track? Does it show definitive improvements?
   i. Data?
   ii. Run by MESA
   iii. Should all declared majors take pretest, go through fast track for those needed
   iv. MEP has all students take a diagnostic test at orientation – all students in fall 2008
4) All assessment outcomes need to be in two ways.
   a. Must have a plan to evaluate all the outcomes.