1. Agenda item: Writing Evaluation  
   a. CE department assigned project reports to faculty  
   b. CpE assigned the reports and they are in revision

2. Agenda item: Oral reports  
   a. CE entered the values in a spreadsheet  
   b. Milica found a student to work on a database  
   c. John O. is looking for funds to employ the student  
   d. Milica to show the type of statistical analysis of data that EEE department has done

3. Agenda Item: Exit Interview  
   a. Heads up for all engineering chairs: Exit interview should be conducted this semester to evaluate: Team work, Ethics and Life-Long Learning related Student Learning Outcomes. If the chairs are unable to do it, assessment committee chairs will conduct the interview.  
   b. Milica presented early version of questions and rubric to be asked during the exit interview to evaluate Team Work, Life-long learning and Appreciation of other cultures. Department assessment committees should evaluate the questions and rubric and propose corrections and improvements.

4. Agenda Item: OIR  
   a. OIR has requested the list of classes that we want to be analyzed for retention. EEE department has submitted freshmen and junior level math, science and engineering courses. All other departments have to look into their 4-year course plan to identify which courses should be looked into.

5. Agenda items 5-7  
   a. Milica presented assessment evaluation matrix that will be implemented by EEE department. Matrix is still in the early stages. Other departments should establish at least one performance criterion for each SLO and present it to the College Assessment Committee.

6. Agenda Item: Status of Industrial Liaison Council meetings. This agenda item was not discussed due to lack of time.

7. Agenda Item: Implementation of online surveys. Milica will bring the surveys from faculty and students that were implemented last semester.

8. Miscellaneous:  
   a. Department assessment committees should review Cici’s questions and relate them to Educational Objectives of each department, Milica distributed her matrix. In addition, Milica presented first version of additional questions to Cici’s original questions.  
   b. Assessment committee should gather and evaluate the senior project writing and present the results to college of engineering at the breakfast
with the dean in August (September?). Assessment committee should request that the college of engineering establishes a writing committee to address writing across the college.

c. The departments should develop their own ABET syllabi. EEE Abet syllabi are all posted on EEE web site.

http://www ecs csus edu/eee/bachelor/curric/13a1desc htm