



CALIFORNIA STATE UNIVERSITY, LONG BEACH
VICE PROVOST FOR ACADEMIC PROGRAMS

Memorandum of Understanding

This MOU has been read and approved by:

Program Director: *Aubrey Priest*
Aubrey Priest

Date: 6/24/2021

Department Chair: *Hen-Geul Yeh*
Hen-Geul Yeh

Date: 6/24/2021

Interim Dean, College of Engineering: *Tracy Prudky Maples*
Tracy Maples

Date: 6/25/2021

Vice Provost Academic Programs: *Jody Cormack*
Jody Cormack

Date: 6/28/2021



CALIFORNIA STATE UNIVERSITY, LONG BEACH

OFFICE OF ACADEMIC PROGRAMS
GRADUATE STUDIES

**Memorandum of Understanding
Electrical Engineering BS**

Department of Electrical Engineering
College of Engineering
May 2021 (for October 2020 Review)

This Memorandum of Understanding outlines the consensus reached by the Department of Electrical Engineering, the College of Engineering, and the Division of Academic Affairs, based on the program review (Self-study 2018; external review Fall 2018; UPRC report October 21, 2020). It describes the goals to be achieved, and the actions to be undertaken by all parties to this MOU to achieve these goals, during the next program review cycle. Progress toward goals is to be addressed in an annual report.

The Department of Electrical Engineering offers four BS degrees: Electrical Engineering, Electrical Engineering degree completion (BSEE-AVEP), Electronics Engineering Technology (not accredited), and Computer Engineering Technology (non accredited). The BSEE and the BSEE-AVEP were accredited by the Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering & Technology (ABET) in Spring 2019, with the next re-accreditation scheduled for Fall 2024 with a self-study due July 1, 2024. This MOU will cover the BSEE.

Review of the progress reports, self-study, accreditation report, and UPRC report show that the department developed a regular assessment process, adopting a rubric scoring system. During the last accreditation cycle, the department has added more culminating design experiences for students

Specific strengths were identified in the reports:

- The program was praised for its active IEEE student chapter offering hands-on workshops for students. The richness of the extracurricular experiences has also provided opportunities for students to enter (and win) IEEE design competitions.
- The program was praised for its ties to the local community, resulting in successful transfers from local community colleges. In particular, this dedication to the local community was praised for ensuring the socio-economic diversity of its student population.

Areas of concern and opportunities for development were also noted in the reports:

- While the program has developed a process of assessment since its last accreditation, the EAC noted continued concerns with the department's ability to close the loop on issues discovered through assessment.
- The visiting team noted that the department's culminating experience only implicitly

reflected engineering standards and requested more explicit articulation of constraints and standards in future curricular work. The program has since resolved this concern.

- The four-year graduation rate for first-time freshmen remains significantly below college and institutional rates.

It is therefore agreed that:

1. The program will continue its ongoing program of assessment of institutional, programmatic, and student learning outcomes across the curriculum but distinct from the main campus program. It will ensure that its assessment reports include closing-the-loop activities and are submitted annually to the Vice Provost and to the Coordinator of Program Review & Assessment.
2. The program will continue to monitor its curriculum to ensure that student projects at all levels, but particularly in capstone projects, adequately and clearly articulate design constraints and current engineering standards.
3. The program will analyze four-year graduation rates and develop a plan to improve rates in accordance with GI 2025.
2. The Program will provide an annual update (due June 1) on progress made towards the actions agreed to in this MOU to the COE Dean, the Vice Provost for Academic Programs, and the Director of Program Review and Assessment. The review cycle will match the 6-year accreditation cycle from 2019-2025. A comprehensive self-study will be due July 1, 2024 for the 2024-2025 Academic Year external review/UPRC report process.