



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: 6/22/2021

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

Date: 6/22/2021

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

Date: 6/22/2021

Vice Provost Academic Programs: *Jody Cormack*
Jody Cormack

Date: 6/22/2021



CALIFORNIA STATE UNIVERSITY, LONG BEACH

OFFICE OF ACADEMIC PROGRAMS
GRADUATE STUDIES

Memorandum of Understanding
Electrical Engineering BS, Antelope Valley Engineering Program

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 three BS degrees: Electrical Engineering, Electrical Engineering degree completion (BSEE-AVEP), and Electronics Engineering Technology (not 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-AVEP. Additionally, the Antelope Valley Engineering Programs were reviewed by the WSCUC site reviewers during their accreditation visit in October, 2020.

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

A number of strengths were identified in the reports:

- The program's location in the heart of the aerospace industry offers unique opportunity for students to engage with practitioners and receive authentic, hands-on training for future careers. Specifically, the ABET/EAC site visitors noted that students often enroll in two-day per week internships.
- The WSCUC site visitors noted that the curriculum is strong and uniform with other programs in the college and students have access to all main campus services.
- The WSCUC site visitors praised the retention and graduation rates of the cohort model.

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

- The visiting team noted that the department was inconsistent in aligning its program outcomes (called PEOs by the EAC) with the institution's mission and vision, though the

EAC was satisfied that the program began a process of resolving this alignment issue.

- The visiting team noted that the department was inconsistent in assessing its program outcomes and closing-the-loop on changes, though EAC was satisfied that the program resolved those issues.

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 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.