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*_____   Date: 6/22/2021
                           Aubrey Priest

Department Chair: _____*Jalal Torabzadeh*_____   Date: 6/23/2021
                          Jalal Torabzadeh

Interim Dean, College of Engineering: _____*Tracy Bradley Maples*_____   Date: 6/23/2021
                                      Tracy Maples

Vice Provost Academic Programs: _____*Jody Cormack*_____   Date: 6/23/2021
                               Jody Cormack

CALIFORNIA STATE UNIVERSITY, LONG BEACH

OFFICE OF ACADEMIC PROGRAMS
GRADUATE STUDIES

Memorandum of Understanding
Mechanical Engineering BS, Antelope Valley Engineering Program
Department of Mechanical & Aerospace Engineering
College of Engineering
May 2021 (for September 2020 Review)

This Memorandum of Understanding outlines the consensus reached by the Department of Mechanical & Aerospace 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 September 16, 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 Mechanical & Aerospace Engineering offers three BS degrees: Mechanical Engineering, Mechanical Engineering degree completion (BSME-AVEP), and Aerospace Engineering. The three programs 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 BSME-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 has made significant strides in the areas of outcomes assessment and mission alignment.

A number of strengths were identified in the reports:
- The program's cohort model was praised for offering students flexibility but also support from faculty and fellow students.
- 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.
- 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. 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.