

Assessment and Evaluation Procedure

Electrical Engineering Department, California State University, Fullerton

(Adopted on February 2, 2015)

The Electrical Engineering Department shall implement the following procedure to assess, evaluate and improve its program. The results of assessment evaluations will be timely reviewed and systematically utilized as input for the continuous improvement of program.

Each semester, two types of reviews shall be performed to achieve the program improvement. These reviews will be referred as A) Regular review and B) Periodic review.

A. Regular Review

- I. The Department shall continue to collect data for assessment of student outcomes consisting of the following:
 1. Course based measurements (course survey questionnaires)
 2. Faculty assessments
 3. Faculty continuous Improvement Questionnaire
 4. Senior exit Survey questionnaire
 5. Senior exit interview results
 6. Alumni opinions questionnaire
 7. Industrial Advisory Board's (IAB) input

- II. Individual faculty members shall continue to evaluate their assessment results and take/ recommend corrective actions to improve any SO with score less than the threshold level (70%).

Program level intervention

- III. Assessment committee shall review and evaluate all collected data as indicated in part (I) as well as the evaluation results of individual faculty members described in part (II). The assessment committee shall submit the results of the committee's evaluations and recommendations to the Department Chair by January 15 for data collected for the prior fall semester, and by August 15 for data collected for the prior spring semester. Any corrective action recommended by assessment committee must be substantiated by the assessment data and be reasonable to implement.

- IV. Every semester, approximately a week before the classes start, a faculty meeting shall be called by the Department Chair to discuss the assessment committee's recommendations and their implementation in the current semester.

- V. If for a particular course, corrective actions recommended by assessment committee, then such recommendation shall be immediately made available to the faculty assigned to teach that course. The faculty member shall make every effort to implement the recommendation in the upcoming semester.

B. Periodic Review of the Electrical Engineering Courses

- I. All 200, 300 and 400 level courses will be periodically and **in-depth** reviewed once every four (4) years. This requires reviewing three (3) required courses and two (2) elective courses per semester. The periodic review shall start with the lower number 200 and lower number 400 level courses.
- II. The periodic review of a particular course will be carried out by the chairs of the curriculum and assessment committees and the faculty members who have been teaching the course in most recent couple of years. If the chair of one of the committees is not available for the review of a particular course, then a regular member of that committee can replace the chair.
- III. Periodic review of a particular course shall use the results and recommendations (if any) of the regular reviews of the same course made by the assessment committee.
- IV. Periodic review of a particular course may result in one or more changes in the course such as prerequisite change, text book change, course coverage change or other changes. All these shall aim to improve the course content and student learning outcome.
- V. The periodic review for courses scheduled to be reviewed in spring semesters shall be completed by the end of each March. The review of courses scheduled to be reviewed in fall semester shall be completed by the end of each October.
- VI. The result of periodic review of a course and the recommended changes shall be implemented in the following semester when the review was completed. The results periodic review shall be documented and filed to be used in the following review cycles.
- VII. The Department shall make (ASAP) a periodic review schedule for the courses to be reviewed in the next four (4) years. The periodic review for this cycle shall start in spring 2015 semester and end in fall 2018 semester.