

Document Type:	MINUTES		
Date of Meeting:	April 22, 2016	Time:	10:00 AM
Meeting Facilitator:	Dr. Roger Dougal	Location:	Swearingen Center room 3A75

IAB member Attendees			
Name	Company	E-mail	Phone
Tom Abrams	Santee Cooper	Tom.abrams@santeecooper.com	843-761-8000 ext 5200 (W)
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Al Emondi	SPAWAR Systems Center	al.emondi@navy.mil	843-218-5435
Brian Parris	Intel Corporation	brian.w.parris@intel.com	803-941-7028
Bobby Scott	REI Automation	bscott@reiautomation.com	803-791-8550 (O)
Steve Tibrea	Savannah River National Lab	steven.tibrea@srs.gov	803-645-7432 (M)
Marty Wilson	Flextronics	marty.wilson@flextronics.com	803-413-2517 (M)
Lee Xanthakos	South Carolina Electric and Gas	pxanthakos@scana.com	803-217-1821 (M)
Peter Zmolek	Continental	peter.zmolek@conti-na.com	704-583-8770

IAB members Absent			
Name	Company	E-mail	Phone
Harry Weatherford ,Jr.	Nucor	Harry.WeatherfordJr@Nucor.com	843-3442497 (M)

Faculty and Staff Attendees		
Name	Title	E-mail
Dr. Roger Dougal	Professor and Chair	dougal@cec.sc.edu
Dr. Andrea Benigni	Assistant Professor	benignia@cec.sc.edu
Dr. Yinchao Chen	Associate Professor	chenyin@cec.sc.edu
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Valuncha Paterson	Assistant to the Chair	valuncha@cec.sc.edu

Approval of Fall 2015 Meeting Minutes

The minutes were approved electronically.

Follow up on Recommendations from Last Meeting

- **Action items completed**
 - **Curriculum change** – To address the issue on insufficient mathematics and physics, Fall 2016 curriculum now allows student choice between CSCE 146 (Algorithmic Design), EMCH 201 (Applied Numerical Methods), or PHYS 306 (Principles of Physics III).
 - **Course scheduling** – To address the issue of increased enrollment and graduation delays, all required 300 level courses are offered every semester to accommodate more students. This will help students who choose to intern to catch up on the curriculum.
 - **Summer course** – Continue to offer ELCT 302 (Real Time System Lab) and ELCT 331 (Control Theory) during the summer as critical “catch up” courses. This year it will help approximately 21 students to graduate with their cohort in May 2017.
 - **Administrative change** – new policy on summer funding and priorities for summer classes may affect our ability to offer courses in the future.
 - **More research visibility** – the new Dean places great emphasis on strengthening research visibility of the collage
 - **Upcoming ABET accreditation report & visit** – the next report and visit will be in October 2017. We are in a good shape in terms of collecting data but we need to review and analyze the data to develop a report. Our undergraduate labs are organized and in a good condition. The dean will use us as the example for the rest of the college.

Undergraduate Program Review

- Overview of the improved assessment process
 - All syllabi of all 100-400 level courses were revised along with the student learning outcomes clearly defined for each course. Each syllabus was segmented into “department-owned components” and “instructor’s addendum” to keep consistency when instructors changed from one semester to the next.
 - Instructors obliged to assess student achievement of defined learning outcomes and record results in an auditable (and “mine-able”) way through blackboard.
 - Course-level learning outcomes aggregate into multi-point measurements of achievement of program outcomes.
 - Increase the use of indirect measurements – Carolina core courses for breath of general education.
- Using Blackboard as assessment data depository – by giving assignments electronically, grading them online, and reporting student’s achievement in the grade center, we can increase an efficiency in data collection and analytical process.

Spring 2016 Capstone Design Projects

The IAB members were asked to evaluate 7 Capstone Design projects. Each team gave a brief (5 minutes) presentation of their project to the IAB members who then used an online project evaluation survey to assess each project. The IAB's evaluation is a part of the program assessment process.

Discussion with Dr. Hossein Haj-Hariri, the Dean.

The IAB members got to meet with the new dean, Dr. Hossein Haj-Hariri. The dean briefly discussed what he has learned about the college and his plans to resolve current problems and make improvements to achieve goals.

Feedbacks and Recommendations from IAB

- **Overall observations**
 - The members were encouraged to learn that the comments and recommendations for improvements from the previous meetings have been realized.
 - It was encouraging to learn that the new dean has addressed many of the current issues with his initiatives and commitment to make improvements to college. It is encouraged to know that the dean's goals aligned with the Provost's goals as well.
 - The members agreed that asking for a separate admission process for the college of engineering would help with increasing quality of freshmen.
- **Feedbacks on the assessment process and undergraduate program**
 - Impressed with the department's effort in standardization of the course syllabi, movement towards rigorous assessment of learning outcomes, and preservation of the audit trail.
 - The members appreciated the interaction and an opportunity to evaluate the Capstone Design projects. All agreed that the new only evaluation format worked well.
 - Encourage the use of Blackboard as an assessment data depository along with LonCapa. In the future they would like to see more of the data analytical element on the Blackboard outcome assessment report.
 - Though Blackboard is good for data collection, it is lacking "certifiability" of result which could post problem of student cheating and no control over the quality of tests and the program as a whole. The members are relieved that the department is not using testing feature on Blackboard.
- **Feedbacks on the Capstone Design Projects**
 - An online scoring system was used by the members to score the projects and it worked well.
 - The board discussed what "the best formulation" to assign team members was but had no clear conclusion on what to recommend as the best way to manage team assignment. However allowing students to vote their preference seems to work.
 - The board discussed whether it is better to assign unique projects to each team or assign them all the same project. The board agreed with unique projects for each team but thinks a few projects maybe assigned to more than one team if the interest is high.
- **Recommendations**
 - The members would like to see the assessment data being used as a student-care tool to individualize or customize the ways to instruct each course and students' success.

Publicize this to prospects and parents during the college’s visit to show the level of student care.

- The 2-year technical college transfer might be a good source of high quality students. The members would like to see an investigation on students’ diversity and retention
- A plan for the college to increase engineering student fees seems to be doable through available financial aid. Our fee is still lower than competition.
- The members would like to continue meeting with students and evaluate the Capstone Design projects even if the spring meeting format will be changed to a college-wide meeting and the students’ projects will be displayed differently.

Action Items

Action	Assignee	Due Date
Send meeting requests to put the next two meetings on calendars	Dr. Dougal	4/29/2016
Send the draft Spring 2016 meeting minutes for approval	Dr. Dougal	5/2/2016
Send an information on curriculum for review prior to the meeting	Dr. Dougal	10/24/2016
Request a representative (s) from the members’ companies to attend the Capstone Design project review in November	Dr. Dougal	11/2016

Next Meetings

Term	Date	Confirmation status
Fall 2016	November 4, 2016	Confirmed
Spring 2017	April 28, 2017	Confirmed

Meeting adjourned at 3:30 PM.