

Document Type:	MINUTES		
Date of Meeting:	April 28, 2017	Time:	8:00 AM
Meeting Facilitator:	Dr. Roger Dougal	Location:	Columbia Convention Center

IAB member Attendees			
Name	Company	E-mail	Phone
Tom Abrams	Santee Cooper	Tom.abrams@santeecooper.com	843-761-8000 ext 5200 (W)
Tracey Blackmon	Duke Energy	tracy.blackmon@duke-energy.com	704-607-1079 (M)
Steve Tibrea	Savannah River National Lab	steven.tibrea@srs.gov	803-645-7432 (M)
Marty Wilson (Chair)	Flex	marty.wilson@flextronics.com	803-413-2517 (M)
Lee Xanthakos (Vice Chair)	South Carolina Electric and Gas	pxanthakos@scana.com	803-217-1821 (M)

IAB members Absent			
Name	Company	E-mail	Phone
Bob Bush	Altron	bob.bush@ieee.org	843-224-1191 (M)
Jeff Cain	AVX	jeff.cain@avx.com	864-228-4504 (O)
Al Emondi	SPAWAR Systems Center	al.emondi@navy.mil	843-218-5435 (M)
Jordan Rogers	REI Automation	jrogers@reiautomation.com	803-791-8550 (O)
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. David Matolak	Professor	matolak@cec.sc.edu
Valuncha (Nat) Paterson	Assistant to the Chair	valuncha@cec.sc.edu

The early morning part of the meeting was organized by the Dean's office as a joint meeting for all IAB members from all departments to meet and work together. The agenda of the joint meeting was as followed.

- Provost Joan Gabriel described the University's Strategic Plan including a discussion of the "10 Key Focus Areas" for faculty hiring.
- The Dean charged each department's IAB to discuss and provide inputs on Workforce Trends and diversity
- Each department IAB chair reported back the outcomes from internal discussions.

After the Dean's closing remarks, EE IAB members continued with an afternoon breakout session to wrap up the meeting.

Approval of Fall 2016 Meeting Minutes

The minutes were previously approved via email.

Announcements

- ABET accreditation schedule
 - Self study report due June 16
 - Visit is expected during the week of October 8, 2017
- For students entering Fall 2017, EE recommends to have a pen-enabled computing device
- Prof. Huray will retire
- One new Assistant Professor anticipated to be hired

Workforce Trends

IAB was charged by the Dean to discuss Workforce Trends and Diversity, in response to a set of questions. (as appended) Key points from the discussion follow:

- Skills sought after in new employees include competence in or appreciation of the impending Internet of Things, consideration of cybersecurity during design, project management, process improvement skills.
- 75% of the members agree that co-ops and internships are not a defacto prerequisite for finding a job upon graduation However 50% of the members said their companies were becoming more proactive with respect to creating, promoting, and hiring from co-ops and internship experiences.
- Though prior co-op and internship experience is not a job "requirement", still their companies do see these experiences as providing advantages in hiring decisions and these may be used as differentiators when comparing otherwise similar candidates.
- Members suggested ways to better engage potential employers as: 1) job fairs and 2) a more user-friendly online job posting process than Handshake.
- Methods that USC could use to increase diversity and achieve a student body that is more representative of overall SC population include: start outreach activities earlier (elementary or middle school, not high school), increase interactions with high school students to introduce them to engineering profession/career, and sponsor STEM programs hosted by either the college or the companies in the region.
- To increase diversity the members suggested to early involvement with schools and local communities, work with both the youth themselves and prominent figures in the community who can help motivate youths and increase exposure of engineering in high school.

Evaluation of Capstone Design Projects for Spring 2017

IAB members were asked to evaluate 11 Capstone Design projects that were displayed in the Convention Center. Each team displayed their posters and hardware. Ratings of the projects were discussed during the department breakout session in the afternoon. See Appendix A for the ratings.

Assessment Report Example

An example of a Learning Outcome Assessment Report was shown. (The example was from ELCT 403, fall 2016). This report is similar to that used in other courses to report students' performance against the ABET program outcomes. Similar reports will be available to the ABET evaluator during the visit in October.

Members were asked to comment on how the EE assessment process compared to what their companies did in terms of quality assurance. Are there any significant deficiencies or suggestions for improvements to the process? Mr. Tibrea commented that Savannah River Site used a process called Issue Analysis wherein significant issues are compiled and forward to the management team which meets quarter to consider the issues and recommend/follow-up on solutions. What EE is doing with the CQI documents appears to be similar.

General Observations

- Overall impression of this joint meeting format was positive. The members enjoyed the meeting and it was a great venue to get everyone together and collaborate on important issues.
- There may have been inadequate time to consider department-specific topics.

Action Items

Actions	Assignee	Due Date
Send meeting requests to put the next two meetings on calendars	Dr. Dougal	May 15, 2017
Send the draft Spring 2017 meeting minutes for approval	Dr. Dougal	May 15, 2017
Recommend or suggest additional IAB members	IAB members	

Next Meetings

Term	Date	Confirmation status
Fall 2017	October 27, 2017	Confirmed
Spring 2018	April 27, 2018	Tentative

Meeting adjourned at 3:30 PM.