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**CALIFORNIA STATE UNIVERSITY, LONG BEACH**  
VICE PROVOST FOR ACADEMIC PROGRAMS

**Memorandum of Understanding**

This MOU has been read and approved by:

Department Chair: Jalal Torabzadeh  
Jalal Torabzadeh

Date: 6/23/2021

Interim Dean, College of Engineering: Tracy Maples  
Tracy Maples

Date: 6/23/2021

Vice Provost Academic Programs: Jody Cormack  
Jody Cormack

Date: 6/23/2021



## CALIFORNIA STATE UNIVERSITY, LONG BEACH

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OFFICE OF ACADEMIC PROGRAMS  
GRADUATE STUDIES

**Memorandum of Understanding**  
**Mechanical Engineering BS; Aerospace Engineering BS**  
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 and the BSAE.

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 department was commended for its consistent and dedicated engagement with the local aerospace industry, particularly in providing valuable authentic experiences for students.
- The visiting team commended the department for the high number (c. 50%) of students involved in high-impact practices such as research, training, and internships.
- The visiting team commended the department for its ethnically diverse student population and the department's commitment to supporting working students.
- The department's FTEs have been growing consistently since the last review and headcounts of majors have remained consistent.

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

- The visiting team noted that the department was inconsistent in assessing its program outcomes (called PEOs by the EAC) and closing-the-loop on changes.
- The visiting team was concerned about professional development opportunities for non

tenure-track faculty.

- While the program is engaged in quality assurance processes in accordance with ABET criteria, it has been inconsistent in reporting those assessment results to CSULB offices.
- Time-to-graduation and graduation rates have been improving for first-time freshmen and transfer students, but time-to-graduation remains very high and graduations rates are lower than the college and the university.

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 college and program will analyze and develop professional development opportunities for non tenure-line faculty.
3. The department will continue to track time-to-graduation and graduation rates and develop strategies to reduce average units earned (AUE) and improve student graduation rates while remaining in compliance with ABET criteria.
4. 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.