

~~CONFIDENTIAL~~  
Memorandum of Understanding

Department of Computer Engineering and Computer Science  
Undergraduate program  
College of Engineering  
March 2017

This Memorandum of Understanding outlines the consensus reached by the Department of Computer Engineering and Computer Science (CECS), the College of Engineering, and the Division of Academic Affairs, based on the recently conducted program review of the undergraduate program. 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 the biennial report.

The CECS program completed its self-study for ABET and CAC accreditation in 2012 and the site visit was conducted that same year. The Department received its reaccreditation in 2013.

The review identified specific strengths of the program including the regular meetings with an Industry Advisory Board to ensure continuous improvement. Additionally, the Department has developed and received approval for three General Education courses, including one that satisfies the Foundation A3 (critical thinking) requirement.

Issues identified by the current program review focused primarily on units and time to graduation as well as direct assessment of program learning outcomes. The department implemented a 120-unit requirement in 2013, but native students are still graduating with approximately 20 extra units. The number for transfer students is even higher at 50 extra units. While the department has reduced average time to degree, there remain some issues with time to degree, particularly with transfer students. The department should investigate reasons for high units and lengthy time to degree to determine what interventions or practices to implement.

The department's current process for assessment is relatively undeveloped according to ABET, and relies too heavily on indirect assessment for its analysis of continuous improvement. In addition, the department should develop a healthy GE assessment plan for all of its GE courses.

Other suggestions arising from the review focused on students' access to information on opportunities for internships and scholarships as well as involvement in research.

It is therefore agreed that:

1. Working within the framework dictated by ABET and with the Director of Program Review and Assessment, the department will rewrite its student learning outcomes using active, measurable language and will develop a systematic assessment plan that includes direct assessment of student learning and specifically accounts for how results will be

used for program improvement. These reports will be submitted to the Vice Provost and the Director of Program Review and Assessment according to the assessment schedule.

2. The department will develop and implement a plan to reduce units and time to degree and to improve graduation rates for native students and for transfers. The department will provide a written report on this plan to the Dean and Vice Provost at the beginning of the 2017-18 academic year.
3. The department will develop and broaden its in-house advising, and provide students direct faculty interaction with regard to obtaining internships, scholarships, or presenting research.
4. The department will develop a plan to assess its new general education curriculum and report findings of that assessment to the Vice Provost, the Director of Program Review & Assessment, and the General Education Governing Committee.

This MOU has been read and approved by:

Department Chair: Buddel Gurt

Date: 5/4/17

College Dean: F. [Signature]

Date: 5/11/17

Vice Provost: Cecilia Lundberg

Date: 5-12-17