Evidence of the Learning Assessment Process in ECS

An assessment of courses was conducted in Fall 2006. The following are detailed outcomes of the process:

- <u>Specific Data Available From Assessment</u> (Ms. Linda Wilson, (972)883-6630, llw051000@utdallas.edu maintains the data repository)

For each core as well as majority of special topics courses, the following materials were collected (the items below are available in the course folder for each course):

1. Instructor's self assessment of the class using rubrics which are pertinent to the program learning goals
2. Comment section of student course evaluation forms
3. Course-update form, which is filled out by the individual course owner and other stakeholders (teachers of the course)
4. Faculty ranking of Ph.D. dissertations and proposal defenses
5. Qualifying exam results

- <u>Evidence the assessment data were reviewed by faculty and appropriate administrators.</u>

On Jan. 19, 2007, a meeting was held at Erik Jonsson School of Engineering and computer science, where folders for the Ph.D. EE courses were reviewed by the faculty of the EE department. Furthermore, each course owner, along with other members of the faculty involved with teaching the course, filled out and signed a course update form. The signed course-update forms may be found in the course folders. Ms. Linda Wilson ((972)883-6630, llw051000@utdallas.edu) maintains the data repository. Furthermore, Prof. Kiasaleh (Kamran@utdallas.edu, (972)883-2990) reviewed the outcomes of the individual course assessments provided by instructors to draw conclusions regarding the Ph.D. EE program assessment. EE department head, John Hansen ((972)883-2190, jxh052100@utdallas.edu), was appraised of the result of the assessment process.

- <u>Evidence of Improvements.</u>

The evidence of improvements was specific to each program and can be found in the Executive Summaries of the Program Assessment Reports of each program.

<u>Email Defining the Agenda of Faculty Review of Student Learning Assessment</u>

From:	ecs.ee.fac-bounce@utdallas.edu on behalf of Kiasaleh, Kamran [kamran@utdallas.edu]
Sent:	Friday, January 12, 2007 2:32 PM
To:	Kiasaleh, Kamran; ecs.ee.fac@utdallas.edu; Kalam, Muhammad A; Loloee, Arash; Tacca, Marco; Cilia, Andrew
Cc:	Hansen, John H
Subject:	[ecs.ee.fac] SACS day (1/19/07)

Importance: High

Dear Colleagues,

Please make a note of the SACS day, which will take place on Jan. 19 from 9:00 am-2:00 pm. We have not found a suitable room yet, but I will let you know soon. Try your best to be in this meeting. We are going to go over course evaluation comments and course assessment forms, and fill out the course update form for ALL courses. If you are not a course owner, you still need to be there to work with course owners to complete the forms. Given that we have 120+ courses, there will not be time to carry out extensive discussions. So, please get together with folks who teach the courses which you own and discuss major changes off-line.

The main objective is to complete the course update forms after discussing the course evaluations and course assessment forms.

Given that people own courses and yet they may teach courses which they do not own, there is no EASY way to do this without some chaos! Here is a suggestion, which hopefully will work.

1.
        I would like us to tackle graduate courses first from 9:00 am - 11: 00 am. Since folks teach courses in their own research areas, we will have 3 main focus areas (comm./signal, Digital/Analog, Micro/material). The faculty can break into different groups to tackle courses in their respective areas of concentration.
2.
        The undergraduate courses are a bit more difficult to handle since many undergraduate courses (Emag, for example) are taught by people in different concentration areas. We will tackle undergraduate courses from 11:00 - 2:00 pm (working lunch).

We will have a folder for each course (and all its sections) which will include the course assessment forms you have submitted, course update forms (partially filled out), and comment section of the course evaluations. Course owners are responsible to handle the folders (i.e., completing the update form) and to carry out the discussion.

Please have patience with the process as there are no easy ways of handling this matter at this point in time. If it is needed, we will have to have another meeting to resolve all remaining issues, but let us try to complete the process on Friday. Please note that program assessment report which I have to generate, is due on Feb. 1. Hence, we need to make our best to complete the process as soon as possible.

Finally, if you have not sent your files yet (SACS assessment form, ABET assessment form (undergraduate only), and course update form (partially filled)), do not email the forms to me. Instead, make copies of it and give it to Linda Wilson ASAP.

Thanks,

Kamran