

# Owens Community College

## Electrical/Electronics Engineering Technology Major Advisory Meeting

Date: March 14, 2014

Location: Industrial and Engineering Technologies Building, Room 130

Industrial Attendees: RJ Braden, Wayne Corggens, Don Finney, Sri Rod Kettels, Robert Plotner

Student Attendees: Esteban Rodriguez

Owens Attendees: Lynn Kendall, Brad Meyer, Jacey Parks, Bill Shepherd, Diana Stachowiak, Don Szymanski, Randy Wharton

Topic	Discussion/Rationale	Recommendation/Decision/Action
Call to Order and Review of Previous Minutes	<ul style="list-style-type: none"> <li>The meeting was called to order at 9:10 a.m. by Chair Wayne Corggens.</li> </ul>	<ul style="list-style-type: none"> <li>Minutes of the Spring 2013 meeting were reviewed and approved.</li> </ul>
Enrollment and Retention Report	<ul style="list-style-type: none"> <li>The EET program enrollment is down 39.5% (89 students this spring compared to 147 spring 2013).</li> <li>The School of Science, Technology, Engineering and Mathematics (STEM) enrollment is down 12.9% from 5,468 for spring 2013 to 4,763 this spring.</li> <li>A College reorganization brought the Math and Science Departments under the School of Technology making it necessary to change the name of the School of Technology to the School of Science, Technology, Engineering and Mathematics (STEM).</li> <li>Two School of Business computer programs, Network and Information Systems (NIST) and System Security and Information Assurance (SSIA) were brought under the Electrical/Electronics Engineering Technologies Department. The name of the Department is now Electrical Engineering and Computer Technologies (EECT).</li> </ul>	<ul style="list-style-type: none"> <li>The College is involved in a number of initiatives to retain the students already enrolled and to work with the community to bring in new students.</li> <li>Dean Randy Wharton met with School of STEM faculty and staff to discuss ways to attract and retain students. He encouraged faculty to give students some degree of personal attention. Show them you care and they will perform better, stay in the program, and tell other people about their positive experiences; thus, bringing more people into the program.</li> <li>The College is eliminating programs with low enrollments. Faculty are encouraged to visit high schools and have high schools visit Owens.</li> <li>Deans will be making personal contact with a number of students within the Schools to see how they are doing, and if they have any suggestions. Randy Wharton will visit classes with normally low enrollment and/or with a high drop-out rate to give them a motivational talk.</li> </ul>
Faculty Report	<ul style="list-style-type: none"> <li>Bill Shepherd reported that the School of STEM is preparing for an accreditation visit in spring of 2015. There are still many good students even with the decrease in enrollments. EET 161 is being re-activated.</li> <li>Don Szymanski reported that the basic Electronics program is doing well. He is struggling with time right now due to the weather and the semester being cut from 16 to 15 weeks. The books are settled and EET 220 is back where it should be. New function generators are needed, but there is not enough money to purchase them at this time. The Advisors have been wonderful at directing students on the right path. There is a new early alert system that the</li> </ul>	<ul style="list-style-type: none"> <li>The EET 161 Industrial and Wiring Codes course is being re-activated and is on the fall 2014 schedule. A tentative schedule of topics was distributed to those in attendance. After some discussion, members thought this would be a good class. Students in the Skilled Trades and Alternative Energy programs would also benefit from this course. Students will need a prerequisite of EET 100 or higher for this class.</li> <li>It was suggested to have graduates come in to speak to students or take students on tours of local companies. Advisory members were asked to give ideas for class field trips to Diana Stachowiak.</li> </ul>

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	<p>instructor can initiate to get help for the student or at the least, get them to drop the course so they don't get an F.</p>	<ul style="list-style-type: none"> <li>• Paperwork to put C Programming back into the program has been submitted to Curriculum Committee.</li> <li>• There are no formal tutoring services available, so students look for help from other students or instructors. A number of faculty volunteer their time to help students and an open lab is scheduled for Fridays where Lynn Kendall or her student worker can help or answer questions.</li> </ul>
Student Report	<ul style="list-style-type: none"> <li>• Student Esteban Rodriguez reported that many students get frustrated with class scheduling. He wants to take an elective, but can't because it does not fit in with the courses he is required to take for the program. He has been lucky that he can switch shifts where he works, so it is not as much a problem for him as for other students. Esteban said that he had some very good instructors that kept him motivated and gave him the encouragement to keep going.</li> <li>• Student Esteban Rodriguez thought centralized scheduling would be beneficial to students. He also thought putting C Programming back in the program was very good. He didn't think that the 15-week semester made any difference to the students. Esteban stated that most students would relate better to another student when asking for help – they might be intimidated by the instructor.</li> </ul>	<ul style="list-style-type: none"> <li>• Diana Stachowiak explained that the College has just moved to a centralized scheduling program. Incoming students are being asked what time works for them and put into the system. The plan is to roll out the schedule a year in advance so that students can plan ahead.</li> <li>• Diana Stachowiak stated that they are trying to make course substitutions more flexible. When a student's class gets cancelled due to low enrollment, he/she may be able to take a similar class in another program that can be substituted.</li> </ul>
Outcomes Assessment Status Report	<ul style="list-style-type: none"> <li>• Fall 2012 EET student learning outcome assessment results were compared to 2013 school year results. A handout listing the percentage of students in all sections of a given course that received an assessment rubric rating of 3 or higher. The goal is to have 75% of all students in a given course get a 3 or higher.</li> </ul>	<ul style="list-style-type: none"> <li>• Percentages in six of the ten courses were higher for the 2013 school year than they were for fall 2012. Three percentages were lower and there was no prior data for CAD 220. These results will be examined further by the Department and further actions will be determined.</li> </ul>
Outcomes Competency Validation	<ul style="list-style-type: none"> <li>• There are industry standard competencies in all areas of Electrical/Electronics Engineering Technology.</li> </ul>	<ul style="list-style-type: none"> <li>• There is state-of-the-art learning validation for this program and competencies are based on active industry feedback and curriculum updates.</li> </ul>
Professional Development, Partnerships and Articulation	<ul style="list-style-type: none"> <li>• Advisors are participating in a number of boot camps to get everyone involved on the same page. Information on program changes, types of jobs available, and companies that hire program graduates is discussed.</li> </ul>	<ul style="list-style-type: none"> <li>• The EECT Department is tagging courses as mandated by the State of Ohio Board of Regents and building relationships with the high schools that are doing the same.</li> </ul>
Program and Curriculum Enhancements	<ul style="list-style-type: none"> <li>• Refer to the Faculty Report and Student Report sections.</li> <li>• The EECT Department is considering videotaping the student projects in EET 205 to help them build an E-portfolio.</li> </ul>	<ul style="list-style-type: none"> <li>• More programming is being put into the lower level courses so students don't forget it before they get to the higher level courses.</li> </ul>

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Equipment, Facilities, and Staffing	<ul style="list-style-type: none"><li>• New microprocessors were purchased for EET 205 Advanced Digital Circuits.</li><li>• There was a complete upgrade of all the Cisco equipment due to Cisco changing their curriculum.</li><li>• Three new adjuncts were hired for this semester.</li></ul>	<ul style="list-style-type: none"><li>• New microprocessors were purchased for EET 205 Advanced Digital Circuits.</li><li>• There was a complete upgrade of all the Cisco equipment due to Cisco changing their curriculum.</li></ul>
Accreditation Status	<ul style="list-style-type: none"><li>• All the Electronic Engineering programs are accredited by ATMAE until 2015. Collection of student material is currently underway for the spring 2015 visit.</li></ul>	
Other	<ul style="list-style-type: none"><li>• Advisory members were thanked for their commitment and service.</li><li>• The meeting adjourned at 10:30 a.m.</li></ul>	<ul style="list-style-type: none"><li>• The following officers were elected: Chair-Wayne Corggens, Vice Chair-Bob Plotner, Secretary-Don Finney</li></ul>