ELECTRICAL ELECTRONICS ENGINEERING TECHNOLOGY

Advisory Board Minutes

Date | time August 18, 2020 | Meeting called to order by Dean Karen Muhsin

# In Attendance

Delgado Community College

Business & Technology Dean - Karen Muhsin

Technology Chair - Cheryl Brown

Asst. Chair - Elizabeth Duett

Lab Tech/Instructor - Jeffery Herring

Asst Professor - Jerrold Beard

Asst. Professor - Nabil Abukhadar

Adjunct Instructor/Reynolds - Wayne Welk

Adjunct Instructor/UNO Director of OIT - Juan Henriquez

Reynolds - Dean Bickerton

Adjunct Instructor UNO/MS Benbow and Associates, Leo Holzenthal

# Agenda: Old Business/Review of Minutes

The minute highlights from the 2016 Advisory Board Meeting were read, discussed, and approved.

 Discussed ABET Accreditation timeline and applying as new in 2020

 Requested equipment noted in place by Jeffery Herring, Lab Assistant.

 The labs/classrooms were expanded to create lecture and labs in same room.

 Special Summer Seminars: Ethics/Safety and Powerlines, no record of completion.

Enrollment: As a Delgado wide continuous improvement movement all programs undergo Program Review and Assessment. This highlights program health/enrollment/ROI and relevancy in employment.

Internships, none in place since 2016, not included in curriculum

# Agenda: New Business

**Discussed:**

* Highlighted items from Delgado’s College Advisory Committee Policy (attachment)
* ATMAE Team Recommendation to Accredit ELET – 100% ATMAE standards compliance
* Current ABET Accreditation process - self study submitted in early August 2020

Items for Review and Approval

* Program Educational Objectives (ABET required) – All in favor, Motion Approved
* Program Learning Outcomes – Objectives 1-5 required by ABET. New objectives were improved with Bloom’s Taxonomy. (see list below)

Students in the ELET program shall have demonstrated the following upon graduation:

1. Apply the knowledge, techniques, skills and modern tools of mathematics, science, engineering, and technology to solve well-defined engineering problems appropriate to the discipline.
2. Design solutions for well-defined technical problems and assist with the engineering design of systems, components, or processes appropriate to the discipline.
3. Apply written, oral, and graphical communication in well-defined technical and non-technical environments; identify and use appropriate technical literature.
4. Conduct standard tests, measurements, and conduct, analyze, and interpret experiment results.
5. Function effectively as a member of a technical team.
6. Explain the need for and engage in self-directed continuing professional development.
7. Address professional and ethical responsibilities, including a respect for diversity.
8. Demonstrate a commitment to quality, timeliness, and continuous improvement.

All in favor, Motion Approved, New objectives will be submitted to the College Curriculum Committee for approval.

**Discussed:**

* Enrollment vs. Employment Rate (Table 9.12) – Survey regarding employment/enrollment correlation, skillset and internship possibilities to be created and sent before next advisory board meeting in October 2020.
* Mr. Juan Henriquez asked about retention rates. Program Review documents will be shared at the upcoming advisory board meeting.
* Dean Bickerton suggested the use of LA Labor and Employment data from LA Workforce website.
* Dean Bickerton and Leo Holzenthal agreed to attend an advisory board meeting in October 2020.

Proposed Agenda Items for next meeting(s)

* Elect Chair (see attached college policies)
* ABET site visit preparation (December 6-8, 2020)
* Discuss Program & Course Mappings
* Review College Level ELET Program Review Action Plan
* Internships

Conclusion of agenda items

# Next Meeting

October 2020

Motion to Adjourn: All in favor, Motion approved.