

# Owens Community College

## Electrical/Electronics Engineering Technology Major Advisory Meeting

Date: March 30, 2012

Location: Industrial & Engineering Technologies Building, Room 130

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

Student Attendees: Sade Prater

Owens Attendees: Stanley Paige, Jacey Parks, Glenn Rettig, Bill Shepherd, 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 9:15 a.m. by Chair Wayne Corggens.</li> <li>• Glenn Rettig who is the Chair of School of Technology programs in Findlay is the Interim Chair for the Electrical/Electronic (EET) programs until Nerur Satish's replacement is hired.</li> <li>• Randy Wharton formerly the Chair for Design Technologies is the new Dean for the School of Technology (SoT).</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes of the spring 2011 meeting were reviewed and approved. All minutes are posted to the School of Technology website under the appropriate program.</li> </ul>
Enrollment and Retention Report	<ul style="list-style-type: none"> <li>• The overall spring 2012 College enrollment is down slightly.</li> <li>• The EET Department has had an increase of 8 students. Spring 2010 – 178, Spring 2011 – 211; Spring 2012 - 219</li> <li>• Glenn Rettig reported he is currently working on the PREP Report for the EET programs. This report is done on each of the programs to determine how successful they are and what can be done to improve them.</li> <li>• Graduates in the Electrical/Electronics major are really low. Over the last three years there were 6, 8, and 4 graduates, respectively. Due to changes to the State of Ohio formula, programs will now be funded based on the number of graduates.</li> </ul>	<ul style="list-style-type: none"> <li>• While numbers have been increasing in the EET major over the last few years, those numbers may drop due to the upcoming changes in Financial Aid.</li> </ul>
Faculty Report	<ul style="list-style-type: none"> <li>• Bill Shepherd reported that some classes were revised and he believes all the bumps have now been taken care of. One class was revised so that manufacturing students could take it, then the manufacturing Chair decided not to use it. He thinks his students seem to be more dedicated than they were in the past and also seem to be coming in with a higher level of math.</li> <li>• Don Szymanski reported that the program is pretty much stable. The EET 220 CAD class that was just for EET students, now has CAD students taking it. He is finding that with no pre-requisite, some students do not know what circuits are. Don is happy to have AutoCAD back, instead of using one of the clones. The EET 100 course has no book.</li> </ul>	<ul style="list-style-type: none"> <li>• Dean Randy Wharton explained that CAD 220 will be taken out of the CAD curriculum. It seems to have been a disadvantage to students in both programs by combining them.</li> <li>• Prentice Hall has made a custom book for the EET 100 Fundamentals of DC Analysis course.</li> <li>• Prentice Hall is also making a custom book with just the chapters that are needed from the discontinued Paytner book. It will cost much less than the original book did.</li> <li>• This committee could use more members. Please let Don Szymanski, Bill Shepherd, Glenn Rettig or Randy Wharton know if any of your colleagues</li> </ul>

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	<p>The EET 110 book by Paytner is being discontinued. Don will be submitting a large list of needed equipment to be purchased this time.</p>	<p>would be interested in serving on this committee.</p>
Student Report	<ul style="list-style-type: none"> <li>• Student Sade Prater only needs four more classes to graduate. The equipment is great. She found it was somewhat difficult going from the analog into the digital class, otherwise everything has been good.</li> </ul>	<ul style="list-style-type: none"> <li>• Sade Pater stated that many of her classes do not even refer to the book, so she thinks a custom book would be good.</li> </ul>
Outcomes Assessment Status Report	<ul style="list-style-type: none"> <li>• Glenn Rettig explained that outcomes are certain objectives that are expected of the students within the program. Each program and each course has them. The assessments are how each of those objectives or outcomes will be evaluated.</li> </ul>	<ul style="list-style-type: none"> <li>• Course outcomes will be reviewed at future meetings to determine if they are appropriate and if how they are being evaluated is relevant. It won't be done all at one meeting, but just a few courses at a time.</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>• There are state-wide articulations in place that allow students to take courses anywhere in Ohio and transfer them to any institution. These are usually Arts and Sciences courses and introductory level technical courses.</li> <li>• The School of Technology's articulation with BG has always been good.</li> </ul>	<ul style="list-style-type: none"> <li>• Owens has tried in the past to develop articulation agreements with UT, but was unsuccessful. UT seems to be more amenable to developing these articulations at this time, so a meeting has been set for April to discuss them.</li> </ul>
Program and Curriculum Enhancements	<ul style="list-style-type: none"> <li>• See Faculty Report.</li> <li>• The SoT is going to a master syllabus so that everyone is teaching the same thing at the same time. Faculty can add an addendum to the master syllabus with whatever other information they want to include.</li> </ul>	<ul style="list-style-type: none"> <li>• A master syllabus will ensure that topics are covered in co-requisite classes at the appropriate time and that all faculty are teaching the same topics. Glenn Rettig is currently reviewing the submitted master syllabi and hopes to have them ready for implementation for the fall 2012 semester.</li> </ul>
Equipment, Facilities, and Staffing	<ul style="list-style-type: none"> <li>• The search for Nerur Satish's position is underway. The search committee will be meeting next week to review applications.</li> <li>• Jay Taylor, full-time Wide Area Networking instructor, retired last spring. The job description for this position is being finalized and then will be advertised.</li> <li>• There are also a number of other positions that need to be filled within SoT due to retirements and reorganization.</li> </ul>	<ul style="list-style-type: none"> <li>• Resmi Krishnankuttyrema was hired to replace Linda Deutsch's (formerly Paul Svatik's) position. Her key focus is Biomedical courses.</li> <li>• The Findlay Campus received a donation from a Lima company of a manufacturing cell that has a robot. The Toledo Campus already has a robot, but Findlay did not.</li> </ul>

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Accreditation Status	<ul style="list-style-type: none"><li>• All EET Department programs are accredited by ATMAE (formerly NAIT) until 2015. Collection of student material will take place fall 2013 and spring 2014 for the spring 2015 visit.</li><li>• It was felt that it was more important for 4-year institutions to have ABET accreditation than 2-year colleges.</li></ul>	<ul style="list-style-type: none"><li>• One of the deficiencies cited by ATMAE was an on-site advisor. Jacey Parks was introduced as the SoT in-house advising manager. She will manage a team of 3-4 part-time advisors all dedicated to SoT programs.</li></ul>
Other	<ul style="list-style-type: none"><li>• The Computer Science Advisory Committee discussed changing the titles of the programming language courses to Programming Logic I, II and II, so that when the languages change the courses will not have to be renamed -- just the content adjusted. Content will be based on logic and thinking and not to specific languages.</li><li>• Stan Paige informed faculty that he will be happy to come into any of their classes to let students know about the services offered through the Career Services office.</li><li>• Advisory members were thanked for their commitment and service.</li><li>• The meeting adjourned at 9:45 a.m.</li></ul>	<ul style="list-style-type: none"><li>• Don Szymanski thought it would be great if Stan Paige would come to all the EET 100 and EET 101 classes because all EET students have to take one of these two courses, thereby reaching the biggest share of students.</li><li>• The following officers were elected: Chair-Wayne Corggens, Vice Chair-Bob Plotner, Secretary-Don Finney</li></ul>