

2007 MASTER PLAN/PROGRESS REPORT

Educational Support Unit: Department of Engineering Technology

Person Responsible: Dorothy Ortego

Date Submitted: June 2007 (for the period Summer/Fall 2006, Spring 2007)

Mission: The Department of Engineering Technology will offer Associate and Bachelor degree programs in Engineering Technology with concentrations in Electronics, Instrumentation, and Process Plant Technology. The Department of ET will maintain national accreditation for the Associate and Bachelor of Science in Engineering Technology degree programs by the Accreditation Board for Engineering Technology (ABET). The Department of ET will meet the educational needs of the technology students in preparing for employment and possible further study, serve the local community, including industry, and society at large by providing cultural and educational leadership, stimulate students toward maximum intellectual and professional growth while at the same time providing an atmosphere conducive to their total development. The Department of ET will also provide the facilities and the opportunities necessary to search for truth and the expansion of knowledge through design and other forms of creative expression.

Institutional Mission Reference: This mission is related to the institutional mission in that it offers both associate and baccalaureate degree programs that lead directly to employment in local industry, providing them with the skilled technicians needed for their economic growth.

Assessment Methods Utilized:

- Student Opinion Survey (SOS)
- National Survey of Student Engagement (NSSE)
- Internally-developed Survey
- Faculty Roster
- Annual Performance Review (APR)
- Community Involvement
- Exit Survey/Interview/Exam
- Grant Activity
- Number of Publications
- Participation in MSU Committees/Organizations
- Participation in Professional Committees/Organizations
- Student Evaluation of Instruction (SEI)
- Unit Audit
- Data collection via Excel spreadsheet
- Data collection via Access database
- Other - Please describe: _____

Data Repository Location:

- _____
- Faculty/Staff Office Files
- _____
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Educational (Support Unit) Performance Objective 1: Engage in collaborative ventures and campus and community activities which enhance economic development and cultural growth.

<u>Expected Level of Achievement</u>	<u>Actual Data From Assessment</u>	<u>Actions/Decisions</u>
<p>Offer a camp for High School girls to expose them to process technology. Increase enrollment each year until reach maximum number of 20.</p> <p>All concentrations in technology will participate in Eweek demonstrations and students will participate in activities.</p> <p>Meet at a minimum of four times a year with LAIA Advisory Board for Process Plant Concentration. Work with area industry.</p> <p>Participate in state PTEC Board monthly meetings and quarterly Education committee meetings.</p> <p>Participate in Gulf Coast Process Technology Alliance (GCPTA) quarterly meetings and activities. Increase involvement of process plant faculty at quarterly meetings.</p> <p>Process Plant Technology concentration will undergo an audit from State PTEC board every 2 years. Audit is used along with advisory board minutes to maintain endorsed college status with GCPTA.</p>	<p>Enrollment in STeP summer camp increased by 40 %.</p> <p>Process Plant and Electronics had multiple activities for E-week participants, students staffed electronics, process plant, and CO2 car activities, as well as acting as tour guides.</p> <p>LAIA Advisory Board met 10 times this year.</p> <p>Participation in 10 monthly meetings for state PTEC board. Dorothy Ortego is the chair of the State PTEC Education committee.</p> <p>Dorothy Ortego sits on the Executive Committee for GCPTA, and is co-chair of the Standards and Quality Committee.</p> <p>Audit was carried out in September, 2006. Renewal of Endorsed College status was received at November meeting of GCPTA.</p>	<p>Increase promotion of summer camp in recruiting activities throughout year.</p> <p>Encourage faculty in all concentrations to participate in E-week activities.</p> <p>Maintain involvement in local Advisory Board monthly meetings.</p> <p>Maintain involvement in state PTEC Board and state PTEC Education committee.</p> <p>Continue to participate in GCPTA quarterly meetings. Encourage faculty in process to attend one meeting a year.</p> <p>Continue to maintain activities to support compliance with audit requirements and Endorsed College status</p>

Educational (Support Unit) Performance Objective 2: Demonstrate excellence in teaching in order to enhance student recruitment, retention, and graduation.

<u>Expected Level of Achievement</u>	<u>Actual Data From Assessment</u>	<u>Actions/Decisions</u>
<p>The department SEI average should be 90%.</p> <p>80% of the faculty will engage in recruitment activities outside MSU.</p> <p>The department of ET undergraduate enrollment will increase by 5% between consecutive fall semesters.</p> <p>Graduate placement in the field should be at 75% at the AS level and 85% at the BS level.</p>	<p>Average faculty SEI is 90.3%.</p> <p>42.9% of ET faculty engaged in recruitment activities.</p> <p>The department undergraduate enrollment increased by 3.70% between the fall of 2005 and the fall of 2006.</p> <p>Graduate placement in Process Plant AS program for 2006 is 92.3% and placement in process plant BS program for 2006 is 100%.</p>	<p>Maintain current SEI level or improve.</p> <p>Increase faculty involvement in recruitment activities.</p> <p>Promote recruiting events for entering freshman and transfer students. Require a minimum of 10 high school visits in the fall and spring semester.</p> <p>Improve tracking of all concentrations; continue to assist in industry placement activities.</p>

Educational (Support Unit) Performance Objective 3: Demonstrate commitment to research and creative and scholarly activity.

<u>Expected Level of Achievement</u>	<u>Actual Data From Assessment</u>	<u>Actions/Decisions</u>
50 % of the faculty will write proposals submitted by the department for funding of equipment and supplies. 30% of the faculty will attend at least one professional conference outside the State of Louisiana.	85% of faculty participated in internal grant writing activities. 28.6% of faculty participated in writing external grants Dorothy Ortego attended national conference for process technology – 14.7% of faculty.	Encourage all faculty to write grants. Make grant writing have valued points in APR process. Encourage faculty to attend national conferences.

Educational (Support Unit) Performance Objective 4: Utilize resources efficiently and effectively to support the university mission.

<u>Expected Level of Achievement</u>	<u>Actual Data From Assessment</u>	<u>Actions/Decisions</u>
<p>100% of funds expended from student lab fees generated by the departments will be in compliance with account guidelines.</p> <p>Create and maintain a comprehensive list of equipment owned by the department. Place the most critical equipment on replacement cycle.</p> <p>Use university and external (grant writing) resources to fund equipment acquisition or replacement.</p>	<p>Account guidelines are not known.</p> <p>Faculty with laboratory responsibilities prepared a comprehensive list of equipment for labs they are assigned to.</p> <p>Grant writing resources have provided \$ [redacted] of new or replacement equipment.</p>	<p>Receive account guidelines and follow proper procedures for expenditure of funds.</p> <p>Comprehensive lists of equipment will be updated to include pricing and date purchased; update to include new equipment.</p> <p>Continue to pursue grant writing for equipment. Grant writing is part of APR process</p>

Educational (Support Unit) Performance Objective 5: Offer nationally accredited undergraduate programs.

<u>Expected Level of Achievement</u>	<u>Actual Data From Assessment</u>	<u>Actions/Decisions</u>
<p>100% of the undergraduate programs will be accredited by ABET.</p> <p>At least 1 faculty members will attend ABET accreditation workshops/seminars/training.</p> <p>At least 1 faculty members will serve as ABET/TAC evaluators or alternates.</p>	<p>100% of the undergraduate programs are accredited by ABET.</p> <p>No faculty members attended ABET accreditation workshops/seminars/training.</p> <p>Ms. Carol Schulte is a TAC alternate evaluator.</p>	<p>Maintain accreditation.</p> <p>Promote faculty to attend ABET accreditation workshop/seminar/training.</p> <p>Promote involvement with other faculty.</p>



Resources Allocated:

