



Academic Program Review: June 1, 2004–May 31, 2005

Unit: **Department of Manufacturing Engineering**

Part III Academic Program Review

Instructions:

Complete this section for the Program Review Committee recommendations not achieved prior to June 2004, as reported in Table I.C of previous annual assessment reports.

Undergraduate Programs: **Manufacturing Engineering**

Program Review Committee Recommendations (Numbering corresponds to original numbering in PRC Report)	Responses to Recommendations (Describe changes or improvements.)
1. Establish a formal mechanism for the periodic evaluation of the Introduction to Engineering course with respect to orientation efforts.	Assigned a faculty member to teach Introduction to Engineering to create student interest in hands-on activities to improve retention and success.
2. Establish a formal mechanism for the periodic evaluation of the advisement process for its undergraduate engineering students.	All manufacturing engineering students are required to meet with an advisor to get their RAC number to register for classes.
3. Document the responsibilities of teaching assistants and the guidelines for their supervision.	Teaching assistants assist faculty in the manufacturing engineering lab, CAD lab and CAM lab to prepare samples and help students with questions on use of software (ProE and PLC programming). Guidelines for the supervision of teaching assistants have been established through the Office of Graduate Studies.
4. In cooperation with the Office of Institutional Effectiveness, establish a mechanism for tracking engineering graduates.	Graduates are tracked by sending out an on-line survey prepared by the department working with the OIE (now OIRE) to meet the requirements of the Accreditation Board for Engineering and Technology (ABET).