1. Announcements
   - No announcements

2. Approval of minutes
   - First motion made by Judith Chitwood
   - Second motion made by Rebecca Hunt
   - Motion approved

3. Discussion of subcommittee report:
   - Subcommittee A:
     Judith Chitwood gave an overview of the subcommittee reports
     - Microelectronics Research and Development Lab (MRDL)
       - They provide good training opportunities for many engineering students.
       - The MRDL provides critical hands-on experience for students and has served over 500 students primarily in Electrical Engineering in the past 6 years.
       - Develops programming for graduate student recruitment and retention.
       - Record of external funding and receipt of equipment donations.
       - Has there been progress in working with the College of Engineering and Engineering Technology to develop a Ph.D.? This was desired quality improvement and it was noted non-Ph.D. program inhibits external research funding.
         - They do want to incorporate Ph.D. in Electrical Engineering to gain more resources.
       - Recommendations:
         - Expand the work on research focused activities.
• Continue efforts in developing collaboration with alumni, sponsors and external corporations to receive funding necessary to support the program.
• Work with the College and the university entities to better define the role and responsibilities of the MRDL.
• Examine teaching loads.

• **B.S. and M.S. in Electrical Engineering**
  - The department has seen continuous growth in undergraduate enrollment since the last review, increased by 42%.
    - Due to such rapid growth, the student-faculty ratio is 31:1.
      - Are there efforts to increase faculty numbers?
      - Can grant money be used towards hiring more faculty?
  - What has the program done to facilitate underrepresented groups of students?
    - From the review dashboard, racial/ethnic diversity is satisfactory while diversity across male and female still remains a gap.
      - There is small female enrollment.

• **B.S. in Electrical Engineering**
  - There is an increased external demand in the B.S. program, across both new freshman and new transfers.
  - Society of Women Engineers conducts workshops in the suburbs to attract female students.
  - Department has continuous improvement for the program.
  - Job placement is 91%.
  - Is there progress with developing online courses?
    - Working on online offering
  - Bringing in external relationships, which is helping their reputation.

• **Recommendations**
  - The program does a good job of tracking recent employment percentages. Strive to identify ways to track graduates out to a 5-year benchmark as well as to measure job satisfaction and leadership opportunities.
  - To have student led activities such as study groups or student panels for senior students to mentor junior students for progress towards graduation, pass rate and future job placement.

• **M.S. in Electrical Engineering**
  - Graduates appear well prepared for the job market and have a high placement rate.
• Substantive funding of grants and contracts from private/public corporations and government agencies. Such funding has helped support graduate assistants and opportunities for experiential learning.
• Program has effectively brought down the time to completion since 2010.
• Recommendations
  o Continue to explore opportunities for online courses.
  o Conduct your own survey of alumni and/or employers to better engage effectiveness of the program.
  o Develop advising strategies to centralize the process for retention within the program.

• Subcommittee B:
  Jeanne Isabel gave an overview of the subcommittee report
  o B.S. and M.S. in Mechanical Engineering
    ▪ Faculty productivity is being affected due to heavy teaching load. As a result, they do not have much time to put research materials out.
    ▪ A proposal to hire dedicated advisors will help alleviate the faculty workload.
    ▪ Explain why freshman and transfer numbers are slightly down yet enrollment is up.
    ▪ Many students come to NIU with the desire to major in Mechanical Engineering then can’t get passed a required math course, therefore their direction may change out of necessity or desire. Some students are advised to seek courses at a community college and return. Because of the reputation of the program, many students do just that.
    ▪ A concern is that the building is not suitable for their enrollments. The program is worried they won’t be able to accommodate the growing number of students.
    ▪ Much lower costs compared to other schools.
    ▪ Has ties to about 7,000 manufacturing companies
      ▪ Good for students and graduates.

  o B.S. in Mechanical Engineering
    ▪ The program does an exceptional job of utilizing its resources to teach efficiently and effectively. This is evident in its credit hour production over the 2011-2014 period. Alumni perceptions of quality have also significantly increased during that period as well.
    ▪ Alumni have high employment and are making a good income.
- Continue to gain information from alumni/employers of NIU graduates.
  - What are the plans to diversify the student population?
    - With plans to implement a major in biomedical technology, there is a possibility of increased female presence.
  - **M.S. in Mechanical Engineering**
    - Faculty members and staff provide strong support for students in the program, as evidenced by the student organization and student internship opportunities.
    - Faculty dedicated to student success with projects and research activities.
    - Discuss the impact of offering a Ph.D. in Mechanical Engineering.
      - The driving force behind this is to move the program in Mechanical Engineering at NIU forward and to remain competitive.
  - Recommendations
    - Utilize feedback from the assessment office to improve measures of student learning outcomes at the graduate level to be differentiated from the B.S. Student Learning Outcomes.
    - Evidence of the number of students involved in the Honors Program and Research Rookies would be valuable for recruitment.

4. **Other business**
   - No other business

Meeting adjourned at 3:55 p.m.
Respectfully submitted,
Mickey Rodriguez and Crystal Doyle