

## SME – IEEE Implementation Plan

### Electrical and Electronic Engineering Program Outcome Assessment Tool

#### Update on Recent Progress

Upon signing of the agreement by authorized parties at SME and IEEE on November 20, 2007, the following actions were completed:

- First payment of \$37,500 was received from IEEE to SME on December 3, 2007.
- Implementation plan developed and sent to IEEE on December 5, 2007 reflecting progress to date and key dates for project completion.
- Project Management Committee has been appointed:
  - Debbie Clark, Chair (SME)
  - John Pan (SME)
  - Arnie Peskin (IEEE)
  - Carolyn Solimine (IEEE)
  - Tom Hall (IEEE/ECETDHA)
  - Ron Land (IEEE/ECETDHA)
- Project Management Committee will attempt to meet at the IEEE CTAA Meeting in San Antonio, Texas on January 4-6, 2008. If this date does not work, the committee will meet at the CIEC in New Orleans, Louisiana on February 12, 2008.
- Body of Knowledge Team has been appointed:
  - Bill Clapp (Weber State University)
  - Charlie Buchanan (Southern Polytechnic State University)
  - Scott Dunning (University of Maine)
  - Michael Eastman (Rochester Institute of Technology)
  - Tom Hall (Northwestern State University Louisiana)
  - Ron Land (Penn State University)
  - Beshara Sholy (Saint Louis Univeresity)

#### Additional BOK Team Helpers:

- Dave Loker (Penn State-Erie)
- Bob Dreyer (Chattanooga State Technical Community College)
- Jack Hackworth (Old Dominion University)

- Body of Knowledge Team will meet at the CIEC in New Orleans, Louisiana on February 12, 2008.
- Public relations staff from IEEE and SME are collaborating on a joint press release to announce the EET Degree Program Outcome Assessment.

### Upcoming Milestones

#### December 2007

- IEEE to review Implementation Plan reflecting satisfactory progress on the continued development of the assessment and submit second and final payment of \$37,500 to SME no later than December 20, 2007.
- SME to coordinate and host a web-based session for members of the Body of Knowledge Team and Project Management Committee to provide a clear picture of what is expected of each group to complete this project over the next year. The session will last approximately two hours including questions/answers and related discussion and will be held in December as long as schedules will permit.

#### January 2008

- Project Management Committee will meet at the IEEE CTAA Meeting in San Antonio, Texas on January 4-6, 2008 to finalize and present the project implementation plan.
- Body of Knowledge Team will meet via conference call to outline the next steps of the implementation plan which includes:
  - Frame the draft of the role delineation and body of knowledge (BOK)
  - Establish a preliminary weighting per assessment module of the BOK
  - Develop a survey on the BOK to the community at large
  - Identification and prioritization of 1-3 major focus areas
  - Identification of preliminary assessment reference materials

#### February 2008

- Project Management Committee will meet at the CIEC in New Orleans, Louisiana on February 12, 2008 (only if the January 4-6, 2008 meeting was not held).

#### March 2008-May 2008

- Body of Knowledge Team and Project Management Committee continues to work on the BOK and steps outlined above.

### June 2008

- BOK is completed and ready to be sent out for validation.
- Face-to-Face Item Writing Session (while validation study is in progress) at an event which volunteers may be available at (i.e. ASEE Conference).

### July 2008

- Preliminary validation survey sent out to community at large.

### August 2008

- Based on feedback from validation survey, BOK is established and frozen for initial assessment item writing.
- With guidance from the BOK Team, additional volunteers are identified and work begins on assessment item writing and development.

### September 2008-October 2008

- Assessment item writing development and review continues.

### November 2008

- Face-to-face session to build the pilot assessment.

### December 2008

- SME to set up exam administrator and upload.
- BOK team to proof exam and test system (beta testers).

### January 2009

- Launch the pilot assessment with a group of student volunteers.
- Phase out the Project Management Committee and Body of Knowledge Team and create an Assessment Oversight and Appeals Committee.

### February 2009

- Analyze and refine the pilot assessment.
- Adjustments, if necessary, to the pilot assessment.

- Publish document(s) describing the project and results.

May 2009

- Project moves into continuous improvement; oversight is transitioned to the Oversight and Appeals Committee for this program; assessment will be continued and enhanced on a self-sustaining basis.

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