

**PRAIRIE VIEW A&M UNIVERSITY
DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING**

TRAINING PART-TIME FACULTY MEMBERS

1. Date of Training: September 17, 2008

2. Part-time Faculty Members Present:

(i) Dr. Xiangfang Li
(iii) Mr. Golam Faruk

(ii) Mr. Ramesh Dwivedi
(iv) Mr. Olusegun Odejide

3. Introductions:

The faculty members introduced themselves. This was necessary since Dr. Xiangfang Li was teaching in the University for the first time.

4. University Standard Course Syllabus Format

The faculty members were introduced to PVAMU standard course syllabus content. It was mentioned that all the items required on the standard course syllabus should be provided. In addition, for Mr. Golam Faruk and Mr. Olusegun Odejide who were teaching required courses, the previous semester syllabi of the courses ELEG 2023 and ELEG 3033 are available. The University Standard Course Syllabus can be found at the PVAMU website/Academic Affairs/Faculty Resource Index.

5. Office Hours

The faculty members were informed that they have to have office hours on their course syllabi and they should be present in their offices during office hours.

6. Assessment Process in the Department of Electrical and Computer Engineering

Dr. Attia went through the Assessment Process that the Department of Electrical and Computer Engineering follows. The faculty members were introduced to a matrix that maps the electrical and computer engineering courses to the electrical engineering program outcomes. In addition, Dr. Attia discussed with the faculty members rubrics prepared by the College of Engineering Assessment Committee to help faculty members perform the direct assessment of outcomes relevant to the courses they will be teaching. Furthermore, faculty members were introduced to the end-of-semester course assessment report. An important sheet on the end-of-semester course assessment report was discussed at length.

6. Other Matters: Additional Training

The faculty members were informed that their names will be sent to Dr. Paul Biney to obtain additional training on ABET Program Outcomes Assessment.

Additional Relevant Information:

- (a) The faculty members' names were emailed to Dr. Biney on September 29, 2008.
- (b) The courses taught by the faculty members were surveyed. The survey covers (i) topics covered in class, (ii) opinion of the students with respect to course outcomes, (iii) the preparing of the students in the pre-requisite courses.
- (c) Analysis of the students' survey indicated that both Mr. Golam Faruk and Mr. Olusegun Odejide covered all the topics in the courses they taught.
- (d) During the fall 2008 semester, the part-time faculty worked under my supervision. Any issues they had that affected their classroom teaching were discussed.

Shared Documents:

- 1. Mapping between ECE Courses and ECE Program Outcomes
- 2. Performance Criteria for ABET Outcomes Including Rubrics
- 3. End-of-Semester Course Assessment Report
- 4. Results of Student Surveys of Courses Taught by Faruk and Odejide