Date: July 9, 2012

To: Dr. Dianne Harrison  
President

From: Dr. Cynthia Rawitch  
Vice Provost

Subject: Final Memorandum of Understanding – MS Engineering Management

The final phase of the program review process for the Master of Science in Engineering Management occurred on June 6, 2012. At this time the commendations and recommendations from the external reviewers’ report were discussed. Present at the meeting were: Cynthia Rawitch, Vice Provost, Academic Affairs; S.K. Ramesh, Dean, and Nagwa Bekir, Associate Dean, College of Engineering and Computer Science; Ileana Costea, Chair, Department of Engineering Management; Hedy Carpenter, Graduate Studies; Rich Moore, GSC Representative; and Eli Bartle, Program Review Coordinator.

Dr. Rawitch congratulated the program on its strengths as identified by the commendations in the external reviewers’ report. A discussion of the reviewers’ commendations and recommendations followed.

The attached MOU is the final understanding between the department and the college.

Attachment: MOU

cc: S.K. Ramesh, Dean, College of Engineering and Computer Science  
Ileana Costea, Chair, Department of Engineering Management  
Rich Moore, GSC Representative  
Bonnie Paller, Director of Academic Assessment and Program Review
Master of Science in Engineering Management
Department of Manufacturing Systems Engineering and Management
Program Review – 2011-2012

Memorandum of Understanding

Commendations to the Department for:

1. Its unique combination of full-time and part-time faculty who are well qualified, both academically and professionally, and create a team dedicated to maintaining the high quality of the program.

2. Biannual meetings with the Department Industry Liaison Council to review and update the curriculum.

3. Academically sound and well-developed Program course content.

4. Interactions between qualified students and selected neighboring industries facilitated by the College Honors Co-Op Program as well as internship opportunities through the biannual College TechFest event.

5. The promotion of research among interested students through research-oriented courses and culminating experiences.

6. Administrative support for the program at the College level.

7. Use of the Campus Quality Fee, where applicable, to support the program and provide student assistants and necessary software for supporting student success.
8. Establishment of an in-demand program in Southern California where there are few EM programs.

**Recommendations: The Department should:**

1. Resurrect its asynchronous online Master’s in Engineering Management to facilitate program delivery and provide flexibility for students who may not be able to attend traditional campus-based classes.

2. Modify the curriculum to include courses in systems operations management from the College of Business and Economics.

3. Continue providing financial support for faculty to attend seminars, conferences and other opportunities for professional development.

4. Add full-time faculty as the faculty/student ratio is the highest in the Department and the program is growing rapidly.

   **Understanding:** One tenure-track faculty has been added since the site visit.

5. Use more case studies and class projects as other EM programs do.

6. Increase internship opportunities to enhance student learning.

7. More actively communicate with employers to provide job opportunities for students; work with the Career Center to provide samples of job profiles for alumni.

8. Close the assessment loop. This can be accomplished by collecting assessment data and implementing faculty suggestions to revise the curriculum. The Department’s Industry Liaison Council’s input on the revised curriculum could fortify the program.