# UMES EAC Meeting Summary

MEMORANDUM FOR Record
Subject: UMES EAC Meeting Summary

## Purpose

To discuss the re-invigoration of the EAC after a long pause from the 2018 EAC efforts.

## Agenda

- Status of EAC Chairmanship
- General EAC Strategy
- UMES Engineering Alumni Participation
- Local Industrial Participation
- Faculty Participation
- Document Archive and Access (Web Based)
- UMES Graduate Engineering Program and Regional Interest

## Summary of Discussions

- Friday, 30 July 2021. Dr. Jin and Dr. Stanfield meet at UMES Engineering Conference Room to discuss the agenda items above.
- Reaffirmed from prior discussions that EAC Chair position was still vacant after Dr. Stanfield's last support in 2018-2019. Dr. Stanfield professional work load has shifted recently opening up some additional time for supporting the program. Dr. Jin expressed interest in having Dr. Stanfield support for the 2021 to 2024 time frame as they seek continuous process improvement and prepare for continue 2024 ABET assessment. Dr. Stanfield and Dr. Jin agreed to have Dr. Stanfield serve as EAC chair for this period.
- EAC general strategy will shift a little to make it a more frequent feedback process. Rather than one larger in-person gathering each year, the EAC will now function through a set of more frequent virtual meetings and electronic question-answer surveys. The EAC will still try to have at least one in-person gathering, but will not delay or struggle to get large attendance. The EAC steering committee will remain about the 25 person panel it is today with as broad a representation of industries, fields, and demographics as possible. The EAC will also have a larger panel of interested people (especially alumni and advocates of the program) to provide insight and feedback.
- The UMES Engineering Program now has a few more years under its belt and more recent graduates in the regional work force. Dr. Jin reports about 12 students in the local engineering market place and maybe others farther afield. We will attempt to locate them and obtain current contact information. We will send out some form of survey for them to complete. The questionnaire will seek feedback on their own perceived readiness for the workplace where then landed and any initial thoughts on where the Engineering Program can place additional attention and program enhancements. We will add them to the larger EAC Panel and some will serve on the EAC steering committee.



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- The local industry base will again be solicited for involvement on the EAC. The EAC is not a fund-raising activity and resume-building activities. It is a non-monetary technical advocacy and advising panel intended to improve the quality and relevance of UMES engineering instruction. It is very important to re-emphasize this for our Government EAC partners for whom the ground rules on participation are very specific. The EAC needs and wants engineering readiness input. Fund raising and institutional advancement activities are supported through other channels. The UMES Engineering Program is already of solid performance and character, so this EAC processes is only a continuous process improvement activity and not a corrective action activity. We will reach out to the legacy industry membership and will re-assess the regional engineering industry (especially where alumni are working) to gain interest.
- UMES Faculty will remain a key part of the EAC function. The will be represented on the EAC steering committee and the larger panel. If the EAC identifies a need for any special ad hoc committees to research or evaluate specific topics, the faculty may be asked to chair those committees.
- Dr. Jin and Dr. Stanfield explored options for archiving EAC process documents and references for wider access to the EAC membership and for the Department. We will be seeking some sort of web-based portal (such as SharePoint or GoogleDocs) so that written materials like this summary can be posted. This will help provide more accessibility and visibility into EAC activities and accomplishments, and hopefully inspire continued and greater efforts.
- UMES is exploring options for programs of graduate engineering study through a Master Degree level and perhaps one day a doctoral offering. There are already general planning and discussion on-going about this. Dr. Jin and Dr. Stanfield discussed the amount of regional interest from currently working engineers in the local market. Dr. Stanfield's general though is that the local Wallops Community is starved for accessible and flexible graduate study options. Employees are busy and many travel extensively which makes traditional classroom graduate study difficult (especially without a solid local program). Some engineers to complete Master's engineering program through distance learning programs. They are hard to complete for most professionals because the lack of personal contact and encouragement (and flexibility) make it tough to stay motivated and engaged. Dr. Stanfield agreed to try to assess the potential local interest.

Recommendations

- Dr. Stanfield to Chair the EAC again for the 2021-2024 period
- EAC will resume activities through a virtual and electronic process with some meetings
- Engineering Department to make EAC status a part of regular staff meeting agenda and perhaps have Dr. Stanfield dial-in to some meetings for insight and direction on EAC activities.

Past Actions Status

- No past actions to report

New Actions

- Dr. Jin will try to develop a list of recent UMES engineering alumni and work place contact information if known. Dr. Jin and Dr. Stanfield will attempt to fill in gaps in contact information through social media outlets and mutual acquaintance.
- Dr. Jin will look into document archive and access options on the UMES E&AS website or other repositories.
- Dr. Stanfield will research contact information for these alumni points of contact
- Dr. Stanfield will research contact information for prior EAC membership
- Dr. Stanfield to form an top level assessment of Engineering Graduate Program Interest in the regional industry base

The point of contact for this summary is the undersigned.

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