



June 28, 2016

Dr. Ray Keck
Interim President
Texas A&M University-Commerce
P. O. Box 3011
Commerce, TX 75428

Dear Dr. Keck:

This letter is in response to the institution's letter of January 19, 2016, conveying the prospectus for the Bachelor of Science (B.S.) in Electrical Engineering, effective fall 2016. The program aligns with the institution's mission, and the program need was supported by data from the *Texas Industry Cluster Initiative*, Bureau of Labor Statistics, Texas Workforce Commission, and research of regional companies. The program proposal has been submitted to the Texas Higher Education Coordinating Board, and the institution will forward the approval to the Commission upon receipt.

The degree was developed from faculty and industry input and requires 127 credit hours for completion. A curriculum plan was included and course descriptions were provided via email from Dr. Shonda Gibson on June 8, 2016. Matrices were provided that mapped the curriculum to curricula from Accreditation Board for Engineering and Technology (ABET) accredited schools, to ABET electrical engineering curriculum requirements, and to the Fundamentals of Engineering exam. Program outcomes were delineated. There are no differences in admissions, graduation requirements, grading, or transfer policies.

The institution anticipates hiring at least three new full-time faculty members within the first three years of the program, and all positions will require the terminal degree in electrical engineering. Academic degrees and course assignments were provided for current faculty members who will teach electrical engineering courses and courses common to other engineering programs. Faculty qualifications appear appropriate.

A table provided the number of core titles, journals, and peer-reviewed holdings for subject areas supporting electrical engineering. A list of discipline-specific databases was also included. A full-time librarian serves as liaison to the College of Science & Engineering to provide assistance in collection development. All library materials are accessible through the library's website using the library catalog or *Easy Search*, a tool for searching monographs, databases, and journals. Library assistance is accessible on ground and through email, text, and chat.

Students have access to general support services including tutoring, advising, counseling, leadership development, and others. Electrical engineering students will be assigned a departmental faculty advisor who works with Success Coaches in any areas where students have not met basic skill requirements. Departmental activities that provide opportunities for student engagement include Engineers' Day, industry tours, industry symposiums, peer tutoring, and student competitions. A chapter of the Institute of Electrical and Electronics Engineers (IEEE) will be established.

Page 2
Dr. Keck
June 28, 2016

Existing courses common to approved engineering programs are taught in classrooms/computer labs, and a list of equipment and software available in each was provided. Facility renovations will provide two new electrical engineering classrooms/laboratories. Equipment will be purchased over a two-year period, and a list of test equipment, computers, software, and classroom technology was included.

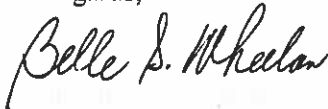
A five-year projected budget included personnel, equipment, supplies, and other costs (accreditation, travel, etc.). Faculty and staff salaries were delineated by new and reassignment costs. Projected funding categories included formula state funding and non-formula sources. The budget projects a positive cash flow with the third year of programming and thereafter.

Program evaluation will be based on ABET accreditation standards and institutional assessment strategies. Faculty members will align specific courses with associated skills delineated in program outcomes with data collection tools and assessment methods appropriate to each outcome. Learning outcomes will be assessed each spring with the results being integrated with the curriculum revision cycle. Examples of assessment measures included certification exams, graduating seniors/alumni surveys, and Industry Advisory Board input.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Bachelor of Science in Electrical Engineering. It was the decision of the Board to approve the program and include it in the scope of the current accreditation.

Enclosed is an invoice for \$500 to help defray the cost of review of the prospectus.

Best regards,



Belle S. Wheelan, Ph.D.
President

BSW/MAC:iy

Enclosure

cc: Dr. Marila Palmer, SACSCOC Accreditation Liaison
Dr. Mary P. Kirk