**2019-2020 Annual Program Assessment Report Guide**

Please submit your report to your department chair or program coordinator, the Associate Dean and Dean of your College, and to [james.solomon@csun.edu](mailto:james.solomon@csun.edu), Director of the Office of Academic Assessment and Program Review, by **September 30, 2020**. You may, but are not required to, submit a separate report for each program, including graduate degree programs, which conducted assessment activities, or you may combine programs in a single report. **Please include this form with your report in the same file and identify your department/program in the file name. Please do not change the date on the form, and be sure to check that your report is ADA accessible.**

**College:** College of Engineering & Computer Science

**Department:** Manufacturing Systems Engineering & Management (MSEM) Department

**Program:** B.S. Engineering Management & B.S. Manufacturing Systems Engineering

**Assessment liaison:** Dr. Maryam Tabibzadeh

1. **Please check off whichever is applicable:**

**A. \_\_\_X\_\_\_\_ Measured student work within program major/options.**

**B. \_\_\_\_\_\_\_\_\_ Analyzed results of measurement within program major/options.**

**C. \_\_\_X\_\_\_\_ Applied results of analysis to program review/curriculum/review/revision major/options.**

**D. \_\_\_\_\_\_\_\_\_ Participated in the 2019-20 assessment of General Education Section D: Social Sciences and U.S. History and Government student learning outcomes**

1. **Overview of Annual Assessment Project(s).** On a separate sheet,provide a brief overview of this year’s assessment activities, including:

* an explanation for why your department chose the assessment activities (measurement, analysis, application, or GE assessment) that it enacted
* if your department implemented assessment **option A**, identify which program SLOs were assessed (please identify the SLOs in full), in which classes and/or contexts, what assessment instruments were used and the methodology employed, the resulting scores, and the relation between this year’s measure of student work and that of past years: (include as an appendix any and all relevant materials that you wish to include)
* if your department implemented assessment **option B**, identify what conclusions were drawn from the analysis of measured results, what changes to the program were planned in response, and the relation between this year’s analyses and past and future assessment activities
* if your department implemented **option C**, identify the program modifications that were adopted, and the relation between program modifications and past and future assessment activities
* if your program implemented **option D**, exclusively or simultaneously with **options** **A, B, and/or C**, identify the GE learning outcomes assessed, the assessment instruments and methodology employed, and the resulting scores
* in what way(s) your assessment activities may reflect the university’s commitment to diversity in all its dimensions but especially with respect to underrepresented groups
* any other assessment-related information you wish to include: e.g. SLO revision (especially to ensure continuing alignment between program course offerings and both program and university student learning outcomes) and the creation or modification of new assessment instruments

1. **Preview of planned assessment activities for 2020-21.** Include a brief description as reflective of a continuous program of ongoing assessment.

The process currently followed by the MSEM department is one that has been followed for more than 10 years for accreditation by ABET for both the B.S. Engineering Management program and the B.S. Manufacturing Systems Engineering. Through this period, both programs have been accredited and so this assessment process will continue to be followed. Details of the process are provided in the Program Assessment Report document, which is included as a separate document.

After our last ABET visit in October 2019 and the accreditation of both our EM and MSE undergraduate programs for another 6 years, we developed an assessment plan in Spring 2020 to collect necessary data for our next assessment cycle. However, due to COVID-19 pandemic, there have been some holds on our data collection process in the extent we intended to be (based on the College of Engineering and Computer Science Dean’s recommendation). Based on that, our plan is to only collect date for our Senior Design course in both Fall 2020 and Spring 2021; MSE 488A (MSEM Senior Design I) and MSE 488B (MSEM Senior Design II), respectively. In addition, we will collect data for MSE 303 (Innovation, Invention and Technology) as part of the GE requirement, Section E, for the internal university assessment process.