

Number: ACAD 4.00 EE
Section: Academics

Subject: Policy on Laboratory CQI Requirements

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Latest Revision: _____

Policy for: Department of Electrical Engineering
Procedure for: Department of Electrical Engineering
Authorized by: _____
Issued by: Department of Electrical Engineering

I. Policy

This document describes the Continuous Quality Improvement process for the Electrical Engineering laboratory courses at the University of South Carolina.

II. Procedure

- A. Each lab instructor will develop and maintain required documents as described next.
- B. Each lab instructor will meet with the Lab Oversight Committee at the end of each term to review course content, objectives and assessment methods, problems and proposed corrections, and proposed changes that impact any relationships with other courses.
- C. Findings of the Lab Oversight Committee will be documented in a report that will be issued each semester.

III. Documents Required For Each Course

- A. Objectives and Assessment Methods
 - This document describes the course objectives, and how student grades are computed in relation to achieving those objectives.
- B. Description of Course Content
 - This document summarizes the projects that are undertaken in the course and the nature of instructions that are given.
- C. CQI To-Do List
 - This document describes problems encountered in the course, proposed corrective actions, and further, documents when and how those actions were taken.
- D. Recommendations for course improvement

- This document describes the more far-reaching improvements that can be made, rather than incremental changes which are contained in the CQI to-do list.
- Here we are concerned with large changes to content or methods that will likely impact the interaction with other courses, or that will require significant changes of content or pedagogical impact.

IV. Schedule

- A. The Lab Oversight Committee will meet at the end of each semester, preferably during final exam week after students have completed all lab work.