Rosa Acosta

From: Carlos Gonzalez  
Sent: Tuesday, October 29, 2013 2:01 PM  
To: Rosa Acosta  
Subject: FW: Plantilla de Plan de Trabajo-Departamento de Ingeniería Electrica y de Computadoras y Ciencias de Computadoras_Oct_28  
Attachments: Plantilla de Plan de Trabajo-Departamento de Ingeniería Electrica y de Computadoras y Ciencias de Computadoras_Oct_28.docx

FYI

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From: Othoniel Rodriguez  
Sent: Tuesday, October 29, 2013 7:14 AM  
To: Carlos Gonzalez  
Cc: Lourdes Rodriguez; Blanca Tallaj; Luis Ortiz; Felix Nevarez; Julio Hernandez; Alfredo Cruz; Luis Vicente; Marvi Teixeira; Wenceslao Lopez; Cesar Cabrera; Claudia Talavera; Guillermo Riera; Jose Riollano; Leandro Morales; Wilfredo Torres; Zayira Jordan  
Subject: Plantilla de Plan de Trabajo-Departamento de Ingeniería Electrica y de Computadoras y Ciencias de Computadoras_Oct_28

Estimado Decano,
Adjunto nuestro Plan de Trabajo para el Departamento de Ingeniería Electrica y de Computadoras y Ciencias de Computadoras.

Tambien estoy copiando a todos los companeros cuyos nombres aparecen explicitamente como responsables de alguna de las actividades.

Gracias,

Othoniel Rodriguez Jimenez, PhD  
Director
Polytechnic University of Puerto Rico  
Electrical & Computer Engineering and Computer Science  
Work Plan 2013-2014

Department/Office: Department of Electrical & Computer Engineering and Computer Science  
Department Head: Othoniel Rodriguez Jimenez, PhD  
Date: October 25, 2013

Introduction

As the largest department within Polytechnic University with seven (7) academic programs and close to 1,100 students, our long and short term (annual) goals and activities must strive to address a large variety of factors that support the institutional goals while meeting the expectations of our constituencies and the demands of our present and future students.

Our goals, objectives, activities and metrics are inspired by the attainment of excellence in the teaching-learning process, the mentoring and coaching of our students, and the conveying of our great educational offer to the new student generations with high quality fully accredited academic programs.

The Work Plan that follows has been develop on the basis of goals achievement. The activities associated to the plan are directly attached to the Departmental-Specific Objectives for 2013-2014. The Departmental-Specific Objectives address at least one of the Institutional Key Objectives for 2013-2014, and these in turn address at least one of the goals of the Institutional Strategic Plan 2010-2015. The Institutional Goals for 2010-2015 and the Key Institutional Objectives for 2013-2014 are presented below.

Institutional Goals 2010-2015
1. Increase the recruitment of talented and underrepresented students
2. Increase the retention, persistence, and graduation rates of students
3. Improve integration with society
4. Develop organizational structures, processes, and infrastructure to support high quality education
5. Recruit, retain, promote, and compensate faculty members who significantly contribute to the institutional development
6. Encourage and develop graduate and undergraduate research

Key Institutional Objectives 2013-2014
1. To fully meet the requirements for reaccreditation
2. To improve the retention and graduation rates
3. To expand the offer of distance learning
4. To expand academic offering through the development and implementation of new academic programs
5. To increase the recruitment of local students and to develop outreach recruitment platforms for international students
Relationship between Institutional Goals and Institutional Key Objectives
The following table presents the relationship between the Institutional Key Objectives for 2013-2014 and the goals of the Institutional Strategic Plan 2010-2015:

<table>
<thead>
<tr>
<th>Institutional Key Objective</th>
<th>Institutional Goals Addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1, 2 y 4</td>
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<tr>
<td>2</td>
<td>All</td>
</tr>
<tr>
<td>3</td>
<td>1, 2 y 6</td>
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<tr>
<td>4</td>
<td>1, 3 y 4</td>
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<tr>
<td>5</td>
<td>2 y 4</td>
</tr>
</tbody>
</table>

Work Plan 2013-2014
The Annual Work Plan of the Department of Electrical and Computer Engineering and Computer Science is presented in the following table.

<table>
<thead>
<tr>
<th>Key Institutional Objective</th>
<th>Specific Departmental Objectives</th>
<th>Activities Attached to Specific Objectives</th>
<th>Itinerary</th>
<th>Assessment Criteria</th>
<th>Resources and Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. To fully meet the requirements for reaccreditation</td>
<td>To receive a NGR action as the result of the ABET reaccreditation process of the programs of Electrical Eng. and Computer Eng.</td>
<td>Reply to all PEV questions regarding the Self Study. Prepare display of evidence for ABET Visit. Assure departmental laboratory facilities are in top shape for visit. Keep close coordination with PEV evaluator.</td>
<td>August to December 2013</td>
<td>-All PEV questions are satisfactorily answered. -Evidence on display covers all aspects of PEV expectations. -Labs are clean and purchase orders have placed for broken equipment. -Acknowledge within a day all memoranda from PEV.</td>
<td>-Assessment Coordinators, Director -Room L-304 sequestered for display. -Purchase order for around $120K for the acquisition of equipment and repairs. -ABET Program coordinators and Director</td>
</tr>
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<tr>
<td>To support the MSCHE reaccreditation procedures</td>
<td>Multiple faculty members participation in MSCHE in multiple chapters self study design.</td>
<td>January 2014 - March 2014</td>
<td>MSCHE Self Study Design completed and approved by MSCHE.</td>
<td>Wilfredo Torres, Carlos Ortiz, Blanca Tallaj, Othoniel Rodriguez, Felix Nevarez</td>
<td></td>
</tr>
<tr>
<td>Complete pending issues with CEPR for the Assoc. Degree of Engineering in Software Development (ADESD)</td>
<td>Submit documentation for degree audit. Submit syllabi in CEPR format. Prepare progress report for ADESD. Prepare Catalog section for ADESD.</td>
<td>Complete all activities by May 2014</td>
<td>Obtain approval from CEPR for the ADESD Progress Report. Be able to perform a Jenzabar Degree Audit for the ADESD. Publish Catalog section for ADESD.</td>
<td>Assign a 2 crs. discharge to carry out ADESD student mentoring and the list of pending activities.</td>
<td></td>
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<tr>
<td>2. To improve the retention and graduation rates</td>
<td>To identify and quantify the main causes affecting the retention and graduation rates of the students of the programs of the EE, CP, and CS programs.</td>
<td>Obtain reports from IS listing courses with highest failure rates. - Implement My Poly Early Alert System through full faculty and mentors involvement Devise plan to address three (3) lowest rated evaluation items. Implement corrective actions geared at improving the three(3) lowest faculty evaluation items.</td>
<td>-By the end of Winter Term -Winter and Spring Terms Winter Term Spring Term</td>
<td>Reports are discussed by the Curricular Area Faculty and improvement activities proposed. -Verify all students with high absenteeism have been reported through the system.</td>
<td>-Curricular Area Team Leaders discharges -Faculty Part time and Full time. -Student Mentors -All faculty members</td>
</tr>
</tbody>
</table>

| To improve student learning on departmental courses with a high level of non-passing grades. | Record and keep on | |

<p>| To increase the number of Computer Engineering Students that complete the | Have at least 10 students enroll and 5 students graduate from the new ADES program | June 2014 | Students are properly mentored during the enrollment period and through out the term. | Julio Hernandez and the other Student Mentors |</p>
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<td>To develop instruments and mechanisms to recognize and reward academic excellence among faculty</td>
<td>Have a committee designate the best professor for the month. Give her/him a certificate of recognition</td>
<td>After evaluations are tabulated before the end of the term.</td>
<td>Certificates are awarded</td>
<td>Prof. Julio Hernandez as a head of Ad Hoc Faculty Committee</td>
<td></td>
</tr>
</tbody>
</table>
| Increase the number of on-line courses | -Prepare two(2) new and fully on line courses  
-Identify new faculty members willing to offer their courses ON-LINE | May 2014 | -Courses pass the Quality Matters standards set by CEDUP  
-At least one new professor chooses to place one of her/his course on line | Prof. Felix Nevarez will prepare both courses.  
-Director |
| 3. To expand the offer of distance learning | -To complete the implementation phase of the Biomedical Engineering program  
-To obtain authorization to offer the BSBME  
-To contribute to the implementation phase of the PhD Program in Applied Engineering Sciences | May 2014 | Prof. Felix Nevarez | |
| 4. To expand academic offering through the development and implementation of new academic programs | -Prepare proposal to the Academic Council  
-Prepare proposal to the PR Council on Education  
-Identify graduate professors willing and capable to supervise PhD Theses  
--Identify current faculty members interested in enrolling into the PhD Program | May 2014 | Associate Directors  
Dr. Alfredo Cruz, and Dr. Luis Vicente | |
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<td>5. To increase the recruitment of local students and to develop outreach recruitment platforms for international students</td>
<td>To contribute in the execution of collaboration agreements between selected High Schools (on the basis of achievement) and PUPR</td>
<td>Conduct summer Camp run by PRIOR and Technoinventors</td>
<td>Summer 2014</td>
<td>At least one summer camp run for students in 11th or 12th grade.</td>
<td>Prof. Wence Lopez Prof. Cesar Cabrera</td>
</tr>
<tr>
<td></td>
<td>To support the PUPR web portal as a promotion tool of the ECECS Department</td>
<td>-Maintain the Department website up to date</td>
<td>Winter-13 and Spring-14 terms.</td>
<td>Department website is kept up to date</td>
<td>Prof. Julio Hernandez de Luna</td>
</tr>
<tr>
<td></td>
<td>-Provide Departmental news channel through Facebook</td>
<td>-Maintain the Department Facebook group with up to date news and announcement</td>
<td></td>
<td>-Department Facebook group is kept up to date</td>
<td>Secr. Lourdes Rodriguez Declet</td>
</tr>
</tbody>
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