1. Develop guidelines for the comprehensive exam option for the graduate degree program to address:
   a. The number of times the exam can be taken prior to disqualification.
   b. Why students are not successful on the exam the first time. *Failure rates report that 10 out of 12 students fail the first time.*
   c. Place this information on the department website

2. Develop a plan for the graduate program to ensure sustainable and balanced admissions to the various areas of ME.

3. Update the department website with current information for students by cleaning up redundant information and correct/add thesis project guidelines. Ensure that the website is maintained.

4. Work with the Dean of Engineering to hire additional fulltime faculty in needed areas.

5. Next department review to coincide with next ABET accreditation, Fall 2018.

*By signing below, we agree to the action plan outlined above.*

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Tai-Ran Hsu  
*Tai-Ran Hsu, Chair of Mechanical Engineering*

Andrew Hsu  
*Andrew Hsu, Dean- College of Engineering*

Andy Feinstein  
*Andrew H. Feinstein, Ph.D., Provost and VP Academic Affairs*