

ABET Committee Meeting Minutes

Date: January 26, 2012
Location: WCH 444
Attendees: M. Boretz, J. Schultz, J. Garay, A. Roy
Chowdhury, C. Ravishankar, E. Keogh
Absent: S. Tan, W. Najjar, D. Kisailus, M.
Princevac, R. Abbaschian D. Cocker,

Power Point charts used in the meeting are attached.

The agenda was:

- Minutes from January 12, 2012 meeting
- Action Items
- Status of each program
- Items to be provided from Campus, BCOE, etc.
- Emphasis on changes in self-study guide
- Scheduling of ABET workshop/mock review
- Surveys
- Others

The minutes of the January 12, 2012 meeting were approved as corrected. (Actions 1 and 3), Self-Study draft and the schedule for each program to complete the Self-Study prior to the submission date of June 30, have not been met but would be provided by February 2. The coordinators not present in the meeting will be requested to provide their new commitment dates. Action 5 was completed by Mitch Boretz. The conclusion was neither the Career Center nor the BCOE have found a successful way to obtain survey information from employers of our graduates. More work needs to be done on this subject.

A summary of each program's status follows.

Bioengineering – J. Schultz

- First draft of Self-Study submitted for review
- In process of deciding which surveys to use in the assessment portion.

Material Science and Engineering – J. Garay

- Just became program director and has much catching up required.
- Needs to map a→k outcomes vs curriculum

- Needs to establish a Board of Advisors
- Will need a lot of help from departments participating in the MSE program
- Will need additional assistance from Dean's Office

Electrical Engineering - A. Roy Chowdhury

- Indicated that the first draft will be submitted within the week
- Still uncertain as to which surveys to use
- Indicated that Board of Advisor meetings are well documented

Computer Science and Computer Engineering - Eamonn Keogh

- Indicated that the drafts are proceeding at a good pace

There was discussion on the items each program will require from the campus, BCOE, etc. The initial list is shown in slide 8 in the Powerpoint charts attached to the minutes. There may more added to the list but this gives us a good start.

There was a discussion on differences between the 2012-2013 "ABET Self-Study Questionnaire: Template for a Self-Study Report" and previous versions. Using the documents developed for the 2006 accreditation visit as guide will lead to frustration because time may be spent to generate material not required and not prepared with new items that have been added in the last few years. For example, there are changes from the 2011-2012 template.

The scheduling for a mock review and the workshop (Dean Raman Unnikrishnan from CSUF) was discussed. The consensus was that early April would be the optimum timeframe since the draft documents are targeted for late March.

The issue of surveys was considered again. There is concern about obtaining input from employers for assessment of the Program Educational Objectives. No survey by the programs or Career Services has provided a satisfactory response. There is still time to try to get information but there is no clear way to proceed. There was discussion on student surveys and which to use: EBI annual survey, program past surveys, development, new surveys using Survey Monkey, or some other approach. Bioengineering indicated that it would not use the EBI information but will use the information from the program survey. The survey issue will continue to be addressed.

ABET Coordinator Meeting

January 26, 2012

Agenda

- Minutes of January 12, 2012
- Action Items
- Program status
- Items to provided from Campus, BCOE, etc
- Emphasis on changes in self-study guide
- Scheduling of ABET workshop/mock review
- Surveys
- Others

ABET 2012

ACTION ITEMS

Action	Individual	Commitment Date	Status
1. Provide outline of Self Study.	Program Directors or designee	January 26, 2012	
2. List all information needed by programs from Dean's Office, Student Affairs, campus, etc.	Dennis	January 31, 2012	
3. Program schedule of events, milestones, and/or actions required to complete Self Study by June 30	Program Directors or designee	January 26, 2012	
4. Provide a recommend sources for addressing ethics training	Dennis	February 7, 2012	
5. Contact the Career Center for employer satisfaction and/or actions,	Mitch	February 1, 2012	

Color code

B

Blue – ahead of schedule

Y

Yellow – behind schedule

G

Green – on schedule

R

Red – missed goal

□

Candidate Actions for Milestone Scheduling

- 1. Complete any surveys.**
- 2. Complete survey analysis, evaluation, and actions taken**
- 3. Publish PEOs on website and in 2012-2013 UCR catalog**
- 4. Develop description of PEO continuous improvement process (including evidence and constituents)**
- 5. Develop a strawman outline of the Self-Study document**
- 6. Develop description of Student Outcomes continuous improvement process (including evidence)**
- 7. Complete draft of Self-Study Document**
- 8. Provide a 2011 transcript for Chancellor's ABET letter**
- 9. Provide 2011 transcripts for Self-Study document and visit**
- 10. Arrange for Board of Advisors meeting if necessary**
- 11. Hold mock review by consultant(s)**
- 12. Identify action plan following review**
- 13. Provide all graphs, photos, diagrams, etc for Self Study**
- 14. Hold faculty meetings to acquaint them with the visit process**
- 15. Hold student meetings to acquaint them with the visit process.**
- 16. Complete final Self-Study.**

Program "X" 2012 ABET Self-study Document Schedule

Activity/Milestones	2012					
	J	F	M	A	M	J
Begin prep of Self-Study & Collection of student work samples	↑					
		↑				
			↑			
			↑	↑		
			↑	↑		
				↑	↑	
				↑	↑	
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		January				February				March				April				May				June			
Task																									
1.	Begin prep of Self-Study -																								
2.	Finalize Collection of student work samples																								
3.	Publish PEOs on website and in 2012-2013 UCR catalog																								
4.	Complete any surveys																								
5.	Complete survey analysis, evaluation, and actions taken																								
6.	Develop description of PEO continuous improvement process (including evidence and constituents)																								
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18.	Complete final Self-Study																								

ABET Material to be provided by campus, Student Affairs, Dean's Office, et. al.

- 1. UCR Course Catalog**
- 2. Program Promotional information**
- 3. Official transcripts for recent graduates – Program Coordinators input**
- 4. Description of campus computer resources**
- 5. Degree titles**
- 6. Graduation rates from UCR colleges after 6 years**
- 7. College entering freshman – engineering persistence**
- 8. Degree titles/offered**
- 9. Library services**
- 10. Institutional computer facilities**
- 11. Units responsible for library, tutoring, honors program**
- 12. Organization chart showing program-to-Chancellor administration**
- 13. Description of the process for approval of course and program changes**
- 14. Placement – Career Center ,,,,Professional Development Milestones?**
- 15. Others?**

Administrative Organizational Structure for Engineering Programs



T. White
Chancellor



D. Rabenstein
Exec. Vice Chancellor
And Provost



R. Abbaschian
Dean



Bioengineering
Program

V. Rodgers, Chair



Mechanical
Engineering
Program

T. Stahovich, Chair



Chemical
Engineering
Program

N. Myung, Chair



Environmental
Engineering
Program

N. Myung, Chair



Electrical
Engineering
Program

J. Farrell, Chair



Computer
Science
Program

L. Bhuyan, Chair



Material
Science &
Engr
Program

J. Garay, Chair

**Material Science &
Engineering Program**

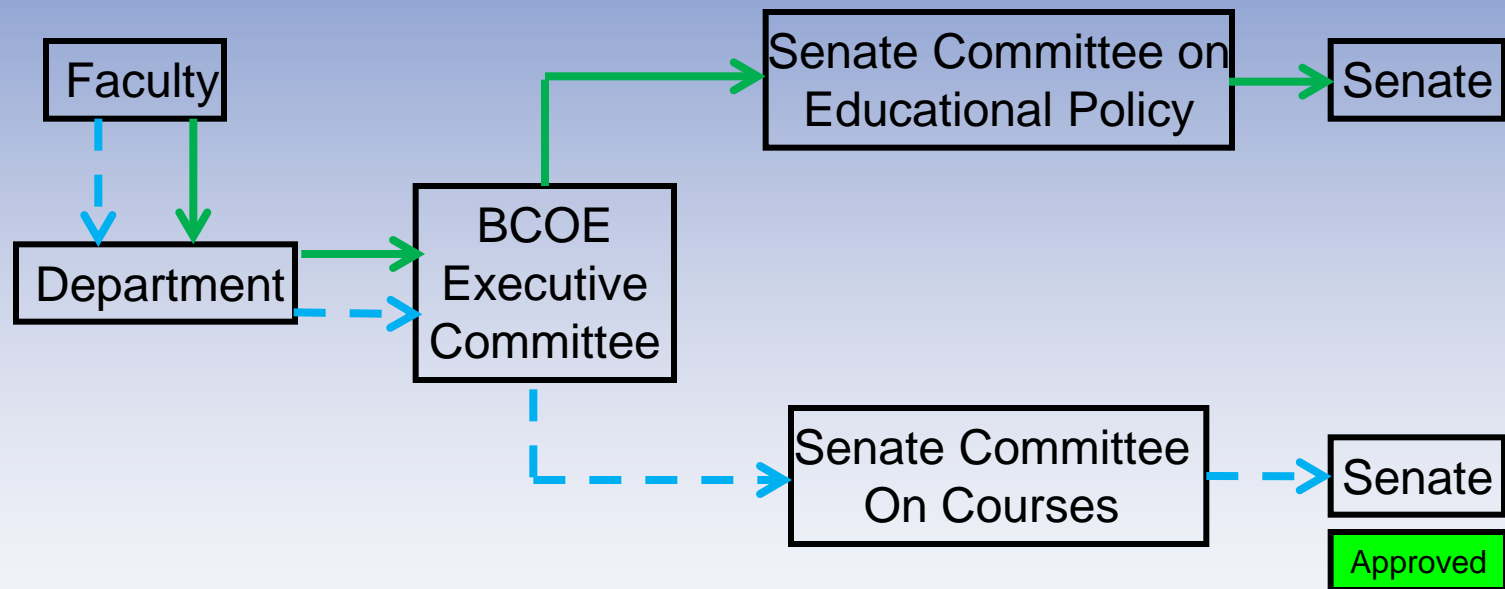
**Computer
Engineering
Program**



Computer
Engineering
Program

W. Najjar, Chair

Process for Obtaining Academic Approval for Program and Course Changes



Program
Changes



Course
Changes

