

## **ABET Committee Meeting Minutes**

**Date:** February 9, 2012  
**Location:** WCH 444  
**Attendees:** M. Boretz, J. Schultz, , A. Roy Chowdhury,  
E. Keogh, D. Cocker, M. Princevac,  
**Absent:** S. Tan, W. Najjar, D. Kisailus, J. Garay R.  
Abbaschian D. Ravishankar

Power Point charts used in the meeting are attached.

The agenda was:

- Minutes from January 26, 2012 meeting
- Action Items
- Program status
- Assignments for Self-Study elements
- Surveys
- Others

The minutes of the January 26, 2012 meeting were approved.

The action items were reviewed and updated. The updated list is included in the attachment.

The coordinators still need to provide an outline for each program's Self-Study Report and a schedule of the tasks required to complete the document by the end of May. The attendees committed to provide this information by the next meeting on February 23.

There was a lengthy discussion on completion of Table 6.2 (Faculty Workload Summary). The issues relate the percentage of time a faculty member devotes to the program. Dennis took the action to obtain guidance from Dean Abbaschian.

The attendees asked for more information regarding responsibilities for writing sections of the Self-Study Report. Mitch took the action to provide a list of writing assignments for all ABET participants.

The discussion on surveys continued. One the concerns are associated with the Program Educational Objectives and what questions should be asked in order determine whether the program is meeting these objectives. The surveying of alumni, employers, Advisory Boards, and others were proposed. There appeared to be a consensus that the surveys should be limited to ABET related questions. Poor response to previous alumni surveys suggested that more alumni be included. Mitch took action to obtain a list of alumni


from Jun Wang. Jun supposedly has a very complete list. Several of the attendees are trying to decide whether the EBI survey in 2011 can be useful in assessing student outcomes.


Dennis had been given an action to recommend sources to addressing ethics training. He indicated that sources such as Texas Tech had texts and other elements that could be considered. He gave a review EE180W which in addition to ethics also includes writing, presentations, graphics, team work, and global impact. The discussion began with a recommendation for the course to become required since ABET doesn't consider non-required courses. One of the coordinators stated that his department wouldn't agree because based on feedback from students who had taken the course, it did not satisfy the expectations. The point was that unless the course was revamped from its present status the department couldn't support changing it to a required course. The ethics subject was put on hold.


# ABET 2012 ACTION ITEMS

Feb 14, 2012

Action	Individual	Commitment Date	Status
1. Provide outline of Self-Study	Program Directors or designee	1-26-12	
	J. Schultz	<del>2-2-12</del> ; 2-23-12	Submitted draft 1-25-12
	A. Roy Chowdhury	<del>2-2-12</del> ; 2-23-12	Submitted working doc 1-30-12
	M. Princevac	2-23-12	
	J. Garay	<del>2-2-12</del> ; 2-23-12	
	D. Cocker	2-23-12	
	D. Cocker	Need new date	
	E. Keogh	<del>2-2-12</del> ; 2-23-12	
	E. Keogh	<del>2-2-12</del> ; 2-23-12	
2. List all information needed by programs from Dean's Office , Student Affairs, campus, etc	Dennis	1-26-12	List provided in Jan 26 meeting
3. Program schedule of events, milestones, and/or actions required to complete Self-Study	Program Directors or designee	1-26-12	
	J. Schultz	<del>2-2-12</del> <del>2-23-12</del>	
	A. Roy Chowdhury	<del>2-2-12</del> <del>2-23-12</del>	
	M. Prncevac	2-23-12	
	J. Garay	<del>2-2-12</del> <del>2-23-12</del>	

 Red – Missed Goal

 Yellow – Behind Schedule


 Green – On Schedule

 Blue – Ahead of Schedule


# ABET 2012 ACTION ITEMS (CONTINUED)

Feb 14, 2012

Action	Individual	Commitment Date	Status	
3. Program schedule of events, milestones, and/or actions required to complete Self-Study	Program Directors or designee	1-26-12		
	D. Cocker	2-23-12		R
	D. Cocker	2-23-12		R
	E. Keogh	2-2-12; 2-23-12		R
	E. Keogh	2-2-12; 2-23-12		R
4.. Provide recommended sources for addressing ethics training	Dennis	Feb 7, 2012	Presented at 2-9-12 meeting	G
5. Contact the Career Center for employer satisfaction and/or actions	Mitch	2-1-12	Completed 1-26-12	G
6. Resolve issue of % time faculty on program	Dennis	2-16-12		
7. Obtain alumni list for survey from Jun	Mitch	2-17-12		
8. Prepare a writing assignment list for all participants	Mitch	2-13-12	Completed 2-10-12	G
9. Obtain guidance from Reza on completing Table 6.2	Dennis	2-17-12		

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