

ABET coordinators meeting, November 20, 2008

Dear colleagues,

I met with the ABET coordinators on 11/20 to review status. All coordinators (except MSE) were able to make it. Here are some points of information.

- (1) The coordinators, with one exception, reported that the process seemed to be going as designed. I will be communicating separately with the "exceptional" department.

Many of the coordinators are junior faculty, so there was some concern regarding their ability to ensure compliance. The assistance of the Chairs is essential on this point.

- (2) The importance of maintaining documentation was revisited. This includes meeting minutes.
- (3) Programs are in the process of making changes to their ABET procedures. In each case, the changes and the process that led to the change need to be documented and justified.
- (4) When a course is used by several departments for ABET purposes, changes by owning department to its ABET process will affect the other departments. This is especially true if the same course is used by different departments to meet different ABET criteria.

Departments are urged to cooperate on this issue to avoid trouble down the road. This is a special concern for MSE, and possibly BIEN.

- (5) MSE is urged to immediately make a list of courses taught by other departments that may be critical to its ABET process.
- (6) BIEN is now designing its ABET process. It could benefit from existing mechanisms (such as our Senior exit survey) to reduce work and overhead for itself.

Here are two other issues of significance to chairs:

- (1) Chairs will report each quarter in the Chairs/Directors meeting on the status of their ABET files and process. These reports will be in the meeting minutes, and will serve as ABET documentation.
- (2) The Executive Committee has decided to require ABET justification for all course and curricular changes. This will also serve as another mechanism for ABET documentation and conformance.

Please let me know if there are any questions.

Regards,