

BCOE ABET Committee
Meeting minutes
January 25, 2007

In attendance; Roger Lake, Bill Bingham, Mark Matsumoto, Amit Roy-Chowdhury, David Cocker, Victor Hill, Tom Payne, Mitch Boretz, Jack Kao

1. Draft final statement from ABET and our responses

ABET mailed the Draft Statements on January 12, and they were received on January 16. Acknowledgment of receipt was returned to ABET on January 16. Our responses are due (on paper, in triplicate) 30 days after receipt, indicating a due date of February 15.

There were no surprises in the Draft Statements – they essentially tracked the exit statements. Weaknesses (W) and concerns (C) are summarized below.

EAC

Criterion	Chemical	Computer	Electrical	Environ	Mechanical
1: Students					
2: PEOs	W	W	W	W	C
3: Assess	C	W	W	C	C
4: Prof'l		C	W		
5: Faculty		C			
6: Facilities					
7: Institution					
8: Program	W	C	W	C	

CAC (Computer Science)

Category/criterion	Computer Science
A. Objectives/assessment	
B. Student support	
C. Faculty	
D. Curriculum	W (criterion IV-17)
E. Labs/facilities	
F. Institutional support	
G. Institutional facilities	

The instructions from ABET indicated that we should respond only to items that pertain to our accreditation. Since Concerns do not affect accreditation, the consensus is that we should not address concerns in our responses.

Roger Lake reported that Electrical Engineering has taken the steps necessary to address the weaknesses in that program, including submitting course changes and catalog changes for approval. Electrical Engineering and Computer Science and Engineering will work together on the issues involving the Computer Engineering program.

Chemical and Environmental Engineering has proposed revised Program Educational Objectives to constituents including industry advisors, employers, and alumni. The department is soliciting comments from constituents and will provide its new PEOs in the February response. Other departments are pursuing a similar approach to needed revisions in PEOs.

Chemical Engineering received some surprising comments about facilities and instruction at the time of the exit interview. These comments do not appear in the Draft Statement. The consensus is that we should not address items in our response that do not appear in the Draft Statement. The committee chair (Larry Kendrick) has the power to reject items from the site visit in preparing the Draft Statement, and it is apparent that this is what happened here. However, CEE did provide a response during the 14-day window after the site visit. The content of this response should be included in our February documentation.

Some changes (e.g., course, catalog) require review of the Executive Committee and other campus organizations. If anything requiring Executive Committee approval is not ready by the January 29 meeting, an ad-hoc meeting can be conducted. Approval can be granted by e-mail. Changes to PEOs do not require Executive Committee approval.

Mitch is checking on who sees our February responses. ABET has not responded to that question yet. We assume that at this point we are down to the Chairs (Larry Kendrick and Lynn Carter), the ABET Editor, and the ABET staff. The assumption is that the individual reviewers will not see our responses.

2. Collection of Fall 2006 quarter course materials

CEE and CSE are doing well on collecting the course files for fall 2006. EE is not doing as well but is working on it. ME did not report. (Subsequently, Mitch was told that ME is doing well for this quarter, but there is reason to worry about the winter 2007 quarter.)

Tim Willette was absent due to illness and was unable to report on his perspective about the material collection process.

3. Life after February 2007

After the responses are submitted in February, we anticipate going to a quarterly schedule for ABET meetings. This will enable us to (1) monitor course file collection quarter by quarter; (2) assure that departments are reviewing courses, making changes based on the reviews, and documenting those changes; and (3) prepare for 2008 visits on Bioengineering and Information Systems. As we get into this new pattern, Ravi should play a greater role in ABET management, and Mitch's role will diminish (to zero, he hopes).