

**ABET Team Meeting  
January 27, 2005**

**Minutes**

The meeting began at 12:45 PM. The following were in attendance:

Dr. C. Abernathy, COE (Chair), Dr. C. Glagola (CCE), B. Barber (EES), Dr. E. Dugan (NRE), Dr. E. Douglas (MSE), C. Sain (ChE), D. Krausche (MAE), Dr. J. Geunes (ISE), A. Teixeira (ABE), M. McDonald (MSE), S. Sherif (MAE)

1. Attendees were reminded about the evaluator training to be held in Weil Hall via streaming video and conference call.
2. The survey prepared by Terry Mays from the University of Colorado was discussed at length. It was noted that strong support from administration is deemed critical by most institutions. It was suggested that each department find out if their society has accumulated a body of knowledge against which their program can benchmark their efforts. The current definitions of outcomes and objectives were discussed. It was suggested that all departments use this common terminology. It was also suggested that we ask the Career Resource Center to provide us with placement data to help us assess how well our students are doing once they graduate. The consensus of the team was that our ABET plans are in the mainstream of what other institutions are doing.
3. There was extensive discussion of faculty understanding and support of the continuous improvement process. Abernathy passed out a short PowerPoint presentation designed to explain the ABET process to faculty. Some members of the team requested that Abernathy visit their faculty meetings to explain the process and its importance. Elliot Douglas handed out copies of a PowerPoint presentation he prepared to explain proper syllabus design to faculty. The response rate from faculty has been low thus far, again indicating the importance of getting the chairs to help lead in this area.
4. The merits of using 1 assignment from every course in a program vs. multiple assignments from a subset (4 to 9) courses were discussed. The single assignment approach has the benefit of spreading the workload around the faculty better, but some programs will need multiple assignments from particular courses to cover all of their outcomes. It was decided that the decision of how many courses to involve in outcome assessment would necessarily vary from program to program.

The meeting adjourned at 1:45 p.m.