

ABET Preparation Handout #10

AGENDA for Meeting # 1

This note details the agenda for Meeting # 1 in preparation for the ABET visit.

1. ABET July 30, 2014 letter review

- a. Done: Travel, meeting room, Self-Study, transcripts
- b. To Do: transcripts (official), display materials, visit schedule

2. 10/26-10/28 Visit Schedule (joint meetings listed - times subject to change – locations TBD)

- a. SUN arrival – VW
- b. SUN Department Tour (1:30-3:00) - each program will need to provide a student to give a tour of the program's facilities (teaching labs, classrooms, computer rooms, & the CEID)
- c. MON Kick Off (8:30-9:30) – Kyle welcome and SEAS status / Departmental welcome and highlights (5 minutes each Department) – Recommended attendees Chair and DUS
- d. MON Lunch (12:00 – 1:00) – Discussion at the Department level. Each Department needs to invite one student and an alum/industry representative to provide additional perspectives on your program.
- e. TUES Department Briefing (11:00 – 11:45) – PEV with Chair and DUS
- f. TUES Exit Meeting (2:00-3:00) – ABET Team with Provost, Dean, Chairs & DUSs

3. Departmental Visit Logistics

- a. To be determined from direct communication between the DUS and the Program Evaluator (referred to at the PEV)
- b. Each Department must confirm the PEV's expectations for who they want to visit with at lunch.
- c. Dean's Office will coordinate visits as needed to Math/Science – Please inform VW of your PEV's requests for these visits.

4. Self-Study Feedback (EE notes, ME notes, ChemE notes?)

5. Conferring with your PEV

- a. Direct communications is encouraged – “Is there anything else you would like to see?”

- b. Establish the expectations for access to Capstone Design projects and other display materials
- 6. Display Materials – Each Department is responsible for assembling and cataloging these materials which will be displayed in the Mann Student Center**
- a. Material collection should begin now (details on Handout #9)
 - b. Material assembly: MON OCT 20.
 - c. Material review: TUES OCT 21 (allowing a day to chase down missing material)
 - d. WED, THUR, FRI OCT 22, 23, 24 – October Break
 - e. SUN OCT 26 – materials reviewed by ABET visitors