

ABET Preparation Handout #8

Self-Study Report: Submission Process & Next Steps

May 12, 2014

This handout outlines the steps for the Self-Study Report submission process and the preliminary preparation plans for the ABET visit.

- **Status of Self-Study Reports**
- **Self-Study Reports Submission process**
- **Student Outcomes Spreadsheet discussion (collection and processing results)**
- **Looking Ahead: Preliminary plans for ABET visit & display of materials preparation**
 - **SEAS Courses & Material Preparation (collect/document/display)***
 - Syllabi (per the ABET format) & copy of the textbook for all of the "Math and Basic Sciences" and "Engineering Topics" courses listed in "Table 5-1 Curriculum" of the Self-Study (see page 17 on the Template for a Self-Study Report posted at <http://seas.yale.edu/seas-abet> as well as your program's Curriculum Table from the last Self-Study posted here).
 - Three examples of student work (excellent/fair/poor of homework, exams, reports, projects) from each "Engineering Topics" course in Table 5.1. See "Data Collection Guide" for further guidance and suggestion posted on the SEAS-ABET website. Note-student work is not required for the math/science courses that are taught outside of SEAS.
 - CVs (per ABET format, with template provided on the SEAS -ABET website of your Department faculty).

** For the electives - if an elective is used to fill out Table 5.1, review material must be collected/available.*

- **Required information for courses for "Math & Basic Sciences":**
 - MATH 112, MATH 115, MATH 120, MATH 222
 - ENAS 130¹, ENAS 194, ENAS 151
 - PHYS 180, PHYS 181

¹ *This course is used as Engineering Topics by Chem/ME, so student work must also be collected*

- **ABET 2014 Schedule**

May 2014	<ul style="list-style-type: none">• Departments review Self Study in Departmental Faculty Meeting
June 2014	<ul style="list-style-type: none">• Department finalizes Self Study
July 1, 2014	Self Study due to ABET
July 2014	<ul style="list-style-type: none">• Team Chair and Dean meet at annual ABET meeting to plan visit
August 2014	<ul style="list-style-type: none">• Team Chair assembles visiting team• Self Study distributed to program evaluators• DUS collects/prepares display materials for on-site visit
September- November 2014	ABET On Site Visit (date to be determined in summer 2014)