

ABET Preparation Handout #7

Departmental Responsibilities for Chapter 4: Continuous Improvement March 18, 2014

ABET Self Study: Chapter 4 Preview Meeting Student Outcomes Results & Continuous Improvement

- **Update on ASEE Chemical Engineering Division paper on Yale Outcomes Assessment Method – paper “accepted” with reviewer noting warnings:**
 - warning: 2008 approval of a method \neq 2014 approval
 - warning: use of a single grade for > one outcome invites accuracy questions
 - caution: monitoring all classes is not suggested
 - caution: programs MUST show how results are used for program improvement
 - note: review comments provide a reference point on potential opinions that may be expressed by a 2014 ABET reviewer
- **Student Outcomes Spreadsheets Updates**
 - Posted on the web portal <http://seas.yale.edu/seas-abet>
 - V2 site prepared for DUS to deposit department spreadsheets
 - Isabella will combine spreadsheet results based on department provided lists of courses to include in the analysis
- **Chapter 4 Planning – Student Outcomes Results & Continuous Improvements (made within each department)**
 - **Student Outcome Results:**
 - Overview (of spreadsheet methodology) and spreadsheet results summarized by Dean’s office.
 - Interpretation of the spreadsheet data is left to each department to detail in this chapter.
 - Recommendation¹: Each Department should consider augmenting the course level based Yale Method for Student Outcomes Assessment with additional Outcomes Assessment tools (such as those in 2008/2010/2012 Self Studies) as well as:
 - faculty review of the Student Outcomes as measured in the capstone design course (direct assessment)

¹ This recommendation is based on literature surveys on assessment processes (from ASEE Conferences) and on reviewer comments on the ASEE paper on the “Yale Method for Student Outcomes Assessment.”

- survey of capstone design students on attainment of Student Outcomes (indirect assessment)
- design portfolio and/or student resume review (indirect assessment)
- exit interviews of graduating students (indirect assessment)
- survey of a Department's External Advisory Board (indirect assessment)
- alumni survey of their attainment of Student Outcomes at graduation (an approach that benefits from the graduates having additional time/experiences to reflect on while evaluating their undergraduate education) (indirect assessment)
- **Continuous Improvements:**
 - Departments must report on improvements made between 2008 and 2014 (based on monitoring Student Outcomes)
 - Departments must report on plans for improvements based on 2013/2014 academic year Student Outcomes data analysis
 - Departments can also report on plans to modify Student Outcomes measurement methods based on lessons learned from 2014 Self Study process
 - Continuous improvement details can include discussions on:
 - EVALUATING the collected ASSESSMENTS and DOCUMENTING improvements that are being implemented from this process, via:
 - collecting comments that come in from faculty on the "improvements block" on the spreadsheet
 - collecting other assessment data
 - recording curriculum changes, infrastructure improvements, Departmental changes related to the curriculum
 - Evaluating the Assessment data (listed above) at Dept Faculty Meetings & making continuous improvement changes
 - Recording the Discussion/Decision process from the Dept Faculty Meeting
 - Implementing the recommended changes (and plans to measure effectiveness of changes) during the next assessment cycle
- **Example Self Study** posted at <http://seas.yale.edu/seas-abet> (which links to <http://seas.yale.edu/sites/default/files/ME-final-Jun-2012.pdf>)

- **Reminder:** Departments must also be collecting (ABET-standardized) course syllabi, course materials and (ABET standardized) CVs. Information detailed at http://seas.yale.edu/sites/default/files/2-ABET%20Data%20Collection%20Guide_0.pdf
- **ABET 2014 Schedule**
 - The Self Study must be submitted by July 1 for each Department.
 - SEAS can proof-read report drafts during May and June

January 2, 2014	SEAS Dean's Office requests 2014 ABET visit
January 2014	<ul style="list-style-type: none"> • Department drafts Chapter 7: Facilities
February 2014	<ul style="list-style-type: none"> • Department drafts Chapter 8: Institutional Support
March 2014	<ul style="list-style-type: none"> • Department drafts Chapter 3: Student Outcomes
April 2014	<ul style="list-style-type: none"> • Department drafts Chapter 4: Continuous Improvement
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)