

ABET Preparation Handout #6

FEB 12 Self-Study: 50% Completed Review Meeting

This note details the Self-Study “halfway mark” meeting and discussion with DUSs.

- **Progress (& SEAS Support for 2020 Templates/ Updates) on Departmental Self-Study Reports**
 - SEAS Review Process for each chapter: send in chapter drafts & SEAS reviews/returns
 - Chapter “ownership” and “collating” and “FINAL” preparation is left to each Department
- **Progress (& SEAS Support) of Materials Display, Faculty CVs & Student Work¹**
- **Student Outcome Spreadsheets Updates**
 - Posted on the web portal <http://seas.yale.edu/seas-abet>
 - Spring 2020 Departmental Course Spreadsheets (instructions in Handout #4) should be shared with your faculty
 - Demonstration of SEAS role combining course spreadsheets to illustrate program levels of achievement (explained in Handout #5)
- **Looking Ahead: Student Outcomes (March Self Study Chapter)**
 - Recommendation²: Each Department augment the course-level based Yale Method for Student Outcomes Assessment with additional Outcomes Assessment tools such as those in 2014 Self Studies (Performance Criteria and Rubrics) as well as:
 - Capstone Review of Outcomes Achievement by attending faculty (Direct Assessment)
 - Survey of graduating students on course contributions to Outcomes Achievement (Indirect Assessment)
 - Portfolio and/or Student-CV Collection (Indirect Assessment)
 - Exit Interviews with DUS (Indirect Assessment)
 - Survey of Departmental External Advisory Board (Indirect Assessment)
 - Alumni Surveys (Indirect Assessment)

¹ Recap from Preparation Handout #2 (of materials that must be displayed in one location in an organized manner for the reviewer’s visit) :

- CVs from each Departmental Faculty are required as an appendix in the Self-Study
- Spreadsheets detailing achievement of student outcomes
- Course syllabi
- Three examples of student work for each course (handouts, homework, exams reports and any other artifacts associated with the course)
- A copy of the course textbook

² Recommendation based on ABET Outcomes Workshop attended to by Deputy Dean, ChemE DUS and ME DUS

- **Looking Ahead: Continuous Improvement (April Self Study Chapter)**
 - Departments need to EVALUATE the collected ASSESSMENTS and document improvements that are being implemented from this process, via:
 - Collecting comments that come in from faculty during the semester
 - Collecting other assessment data (such as results from the Performance Criteria)
 - 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 Meetings
 - Implement the recommended changes (and measure effectiveness of changes in next assessment cycle)

- **Looking Back: Program Educational Objectives (October Self Study Chapter)**
 - Departments need to be practicing the “process to periodically review the PEOs including how the program’s constituencies are involved, as well as how the process is systematically utilized to ensure that PEOs are consistent with institutional mission, program constituents’ needs and ABET criteria.

- **ABET 2020 Schedule**

January 2, 2020	SEAS Dean’s Office requests 2020 ABET visit
January 2020	<ul style="list-style-type: none"> • Department drafts Chapter 7: Facilities
February 2020	<ul style="list-style-type: none"> • Department drafts Chapter 8: Institutional Support
March 2020	<ul style="list-style-type: none"> • Department drafts Chapter 3: Student Outcomes
April 2020	<ul style="list-style-type: none"> • Department drafts Chapter 4: Continuous Improvement
May 2020	<ul style="list-style-type: none"> • Departments review Self Study in Departmental Faculty Meeting
June 2020	<ul style="list-style-type: none"> • Department finalizes Self Study
July 1, 2020	Self Study due to ABET
July 2020	<ul style="list-style-type: none"> • Team Chair and Dean meet at annual ABET meeting to plan visit
August 2020	<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 2020	ABET On Site Visit (date to be determined in summer 2020)