

# ABET Preparation Handout #1

## ABET Schedule: 2019-2020

August 2019	<ul style="list-style-type: none"> <li>• ABET Preparation Handout “<b>Data Collection Guide</b>” delivered to DUS</li> <li>• Handout details formats for faculty CVs/course syllabi and identifies the student work and faculty notes for each course that needs to be collected during the 2019-2020 Academic Year</li> <li>• DUS relays pertinent information on student work and faculty course notes to each instructor of courses in their curriculum</li> </ul>
	<ul style="list-style-type: none"> <li>• ABET Preparation Handout “<b>Program Summary: Student Outcomes Spreadsheet</b>” delivered to DUS Handout explains how to use this spreadsheet to amalgamate course data</li> </ul>
	<ul style="list-style-type: none"> <li>• Dean’s Office works with DUS to draft Appendices C (Equipment) and D (Program Enrollment) &amp; Background Information</li> </ul>
<b>September 1, 2019</b>	<b>DUS begins collecting Appendices A (Course Syllabi) and B (Faculty Vitae)</b>
September 2019	<ul style="list-style-type: none"> <li>• Dean’s Office meets with DUS to explain how to use the “<b>Program Summary: Student Outcomes Spreadsheet</b>”</li> <li>• Department drafts Chapter 1: Students</li> </ul>
October 2019	<ul style="list-style-type: none"> <li>• Department drafts Chapter 2: Program Educational Objectives</li> </ul>
November 2019	<ul style="list-style-type: none"> <li>• Department drafts Chapter 5: Curriculum</li> </ul>
December 2019	<ul style="list-style-type: none"> <li>• Department drafts Chapter 6: Faculty</li> </ul>
<b>January 2, 2020</b>	<b>SEAS Dean’s Office requests 2020 ABET visit</b>
January 2020	<ul style="list-style-type: none"> <li>• Department drafts Chapter 7: Facilities</li> </ul>
February 2020	<ul style="list-style-type: none"> <li>• Department drafts Chapter 8: Institutional Support</li> </ul>
March 2020	<ul style="list-style-type: none"> <li>• Department drafts Chapter 3: Student Outcomes</li> </ul>
April 2020	<ul style="list-style-type: none"> <li>• Department drafts Chapter 4: Continuous Improvement</li> </ul>
May/June 2020	<ul style="list-style-type: none"> <li>• Departments review Self Study in Departmental Faculty Meeting</li> </ul>
<b>June/July 2020</b>	<ul style="list-style-type: none"> <li>• <b>Department finalizes Self Study</b></li> </ul>
<b>August 1, 2020</b>	<b>Self Study due to ABET</b>
August-December 2020	<ul style="list-style-type: none"> <li>• Team Chair and Dean meet virtually to plan visit</li> </ul>
August-December 2020	<ul style="list-style-type: none"> <li>• Team Chair assembles visiting team</li> <li>• Self Study distributed to program evaluators</li> <li>• DUS collects/prepares display materials for on-site visit</li> </ul>
<b>January - March 2021</b>	<b>Virtual Visit (date to be determined in summer/fall 2020)</b>