

# ABET Engineering Criteria Action Items and Identification of Faculty Responsibilities

Ohio University – RCENT – ME Department – Updated May 28, 2002

This document lists the tasks that must be completed as part of our department's preparation for our next ABET Accreditation review in Fall 2004, along with the faculty member(s) with primary responsibility for seeing that the task is completed and the target dates for completion.

## 1. Constituencies

- a. **Greg Kremer, with input from all faculty**, will redefine our constituencies to be more in line with current ABET definitions.  
[Targeted completion by 6/15/02]
- b. **Dave Bayless** will work to recruit/add two non-alumni co-op employers to the ME advisory board.  
[Targeted completion by 9/1/02]
- c. **Izzi Urieli** will work to recruit/add two "local" non-alumni employers to the ME advisory board.  
[Targeted completion by 9/1/02]
- d. **Jae Lew** will work to identify and recruit current ME students willing and able to serve on a committee that provides student input as a part of our constituency review process. The student committee will be led by the 2 ME seniors serving as engineering ambassadors for the college, and will include a minimum of 1 sophomore, 2 juniors, 1 OU alumni currently in graduate school, and the 2 senior leaders. It is preferred that the students selected for the review committee have co-op and/or industrial experience, and **Dave Bayless** will assist Jae in identifying these students.  
[Targeted completion by 10/1/02]

## 2. Objectives and assessment of objectives:

- a. **Ken Halliday** will work to evaluate and if necessary update our department's objectives to be more in line with current ABET definitions (An objective is a statement that describes the expected accomplishments of graduates during the first few years after graduation). Ken will arrange and document full constituency input in the review and development of the objectives.  
[Targeted completion by 7/1/02]
- b. **Bhavin Mehta** will coordinate the effort to collect, summarize and evaluate alumni employment data, graduate school data, and other institutional research data to document the accomplishments of graduates in order to provide evidence that we are meeting our departmental objectives. **Dr. Jay** will see that Bhavin receives the necessary administrative support for completing this task.  
[Targeted completion by 12/1/02]
- c. **Frank Kraft, Greg Kremer, and Dave Bayless** will work together, along with Institutional Research, to modify the current ME specific 1-year institutional research survey to focus on objectives rather than outcomes, and to create an objectives-oriented 3 year alumni survey sent personally from the ME department, including a request for business cards.  
[Targeted completion by 3/1/03]

## 3. Writing self study report

- a. The faculty with primary responsibility for sections of self study report are identified  
[First-draft quality reports due by 12/2002, reviewable copies by 6/1/03, and final copies by 3/1/04]
  - o Criterion 1: Students (To be completed by the Asst. chair, **Bob Williams** (after June 2003) / **Ken Halliday** Interim assistant chair)
  - o Criterion 2: Program Educational Objectives (**Greg Kremer**)
  - o Criterion 3: Program Outcomes and Assessment (**Greg Kremer**)

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- Criterion 4: Professional component (**Ken Halliday** and **Greg Kremer**)
- Criterion 5: Faculty (**Dr. Jay**)
- Criterion 6: Facilities (**Bhavin Mehta** to handle computers and **Izzi Urieli** to address the labs and the lab plan.)
- Criterion 7: Institutional Support and Financial Resources (**Dr. Jay**)
- Criterion 8: Program Criteria (**Greg Kremer**, with input from all faculty to document their individual efforts in maintaining currency)

b. **Gary Graham** and **Bob Williams** (after June 2003) will serve as reviewers and editors for the draft and the final versions of the self study report. If needed, they will update the “competencies needed and developed” diagrams (see 1998 assessment report) for inclusion in the self-study report. [Targeted completion for review and feedback on the reviewable copy of the report 8/1/03, and review and feedback on the final copy of the report 6/1/04 (to allow time for changes/improvements as necessary).]

**4. Assessment of Fundamentals:**

- a. **Ken Halliday** will work to develop prerequisite inventory assessment tools for assessment of objective 1 fundamentals, or he will work with service course departments to gather assessment data.  
[Targeted completion for setting up the fundamentals assessment plan, 1/1/03]

**5. Outcomes-based assessment:**

- a. **All faculty** will participate in defining the student learning outcomes and the tollgate courses for the individual outcomes  
[Targeted completion 6/12/02],
- b. **All faculty** will participate in a pilot study of our new learning outcomes assessment procedure, and will fill out an assessment form and an instructor reflection report for at least one learning outcome for a course taught during Spring 2002.  
[Targeted completion 6/14/02]
- c. **All faculty** will participate in improving the learning outcomes assessment procedure based on lessons learned from the pilot study and ongoing benchmarking efforts to identify best practices of schools that have successfully completed an EC2000 review.
- d. **All faculty** will compile the assessment data as required by the agreed upon learning outcomes assessment procedure for each tollgate learning outcome in the courses that they teach  
[Quarterly, beginning Fall 2002-2003, to be completed prior to the quarter closing date].
- e. **All faculty** will participate in yearly “area of expertise” committee reviews of learning outcome assessment data in their area(s) of specialty. These reviews and the resulting summary reports must be completed prior to 7/1 for outcomes assessed over the course of the previous academic year. See current “area of expertise” lists for committee membership.  
[Targeted completion 7/1/02 for the pilot study, and 7/1 every year thereafter]
- f. A review committee consisting of at a minimum the department head (**Dr. Jay**), the leader of the curriculum committee (**Ken Halliday**) and the leader of the assessment committee (**Greg Kremer**) will review the summary reports from all “area of expertise” committees and will prepare a list of action items for department-level changes to programs and processes, and will update the yearly student learning outcomes assessment report.  
[Targeted completion 8/1/02 for the pilot study, and 8/1 every year thereafter]
- g. **All faculty** will participate in the ongoing “closing the loop” activities for continuous improvement of our outcomes assessment processes, and of our curriculum and courses in response to the data gathered in the outcomes assessments.

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[Continuous, but in particular in response to recommendations resulting from the yearly reviews and the resulting list of action items.]

**6. Other**

- a. **Dr. Jay (with input from Ken Halliday and Rudy Pasic)** will modify the yearly performance review to allow a significant increase in the Service category, adding ABET/Assessment activity as a major item in the Service category.  
[Targeted completion 10/1/02]
- b. **Dr. Jay** will arrange for administrative support for oversight and organization of assessment materials (secretarial assistance in verifying that outcomes assessment data is completed on time, organized with respect to outcomes, and distributed to the faculty committees for the yearly reviews).  
[As needed]