

ABET Committee Meeting Minutes October 22, 2002

Present:

Dr. Cheville Dr. Fierro
Dr. West Dr. Johnson
Dr. Teague Dr. Yarlagadda
Dr. Hagan Anna Spicer
Justin Ford

Approval of the minutes from last week.

OLD BUSINESS

Faculty Survey: Dr. Cheville alerted the members to the fact that he has included a footnote at the bottom of the survey telling the student that this survey is not for instructor evaluation purposes. Dr. Johnson stated that this form does not state exactly what the faculty is supposed to do. Dr. Hagan suggested emailing the specific information out to faculty each semester, outlining what they are supposed to be doing. Dr. Johnson suggested taking out the words “student work” in #2 and #3 under part III at the bottom of the page, and replace the work “problems” to “students” in the last sentence of #1. Agreement was made to make these changes.

Student Survey: Dr. Teague suggested adding something to the end of the footer. Dr. Hagan asked about the layout of the survey answer sheet. Would it be on a scantron with 2 columns? Many changes were suggested to decrease the lengthy form. Dr. West raised the question whether we should mention ABET at all. He said that we might just be encouraging positive responses to promote a good review. Dr. Fierro asked if we need to include the footnote on this student form. Dr. Cheville reaffirmed the use of the footnote so that the form can never be used for performance. Dr. Hagan suggested shortening the footnote by taking off the last sentence. Dr. West suggested that if the last sentence is removed to make the language stronger in the preceding sentence. Dr. Hagan reaffirmed that we do not want to use this form as a replacement form; we want to separate the course and professor evaluations.

We will hold approval on this item until next week. Discussion was ended.

Guidelines for Area of Specialization Annual Report: Dr. Teague made several suggestions to make the form more clear. He suggested replacing one with unity in the last bulleted paragraph. Dr. Cheville stated that this form is just giving out some pointers for analyzing the data.

Areas of Specialization Annual Survey: Dr. Yarlagadda suggested taking out the please in #3 and #4, changing “which” to “that” in #1, and changing “or” to “and/or” in #4. Dr. Teague suggested omitting “in this section” at the beginning of each number. Dr. Cheville stated that he tried to tone the form down, but may have toned it down too much. More revisions were made. Dr. Cheville asked the committee for areas of concern at this meeting, so over the next week he will draft a copy for their approval. No one voiced a concern, so next week the document will be ready for approval.

Course Material Collection: Dr. Hagan has not collected the course material from the Tulsa only courses yet.

FE Exam: Dr. Fierro informed the committee that there are only 12 or 13 students registered with Barbara. This seems to be a low number.

NEW BUSINESS

H&S Requirements: Dr. Cheville informed the committee that we have been freed from any college H&S requirements. Our current requirements are 2 each of H&S and an I, but many H&S courses have the I dimension also. Dr. Teague stated that we currently have a breadth and depth program, for example we require the student to take an upper level H to graduate. He suggested that we could require that one of the S courses be speech to reinforce the need for communication skills.

Recommendation on Technical Writing: Dr. West asked the committee to check his memo for changes. He met again this week with the technical writing people and they were not receptive to the idea of making the course specifically tailored for any specific major. They said that this would be too much of a burden. Dr. Cheville stated that taking technical writing after Design II is not acceptable, so he suggested making it a prerequisite. Dr. West is opposed to making tech writing a co requisite with Design I, because he doesn't want to damage our relationship with the tech writing people. Dr. West will also ask them about the words "interdisciplinary" and "teamwork." Dr. Cheville clarified that the committee is making a recommendation to undergraduate program committee to make tech writing a prerequisite of Design II and put it during the second semester of the student's junior year on the flow chart. Dr. Johnson asked about using the Design I project as their tech writing project. The committee voted on the memo to the undergraduate program committee, and it was unanimously approved.

The first item of New Business at next week's meeting will be the one-hour courses.

Dr. Teague stated that if 1342 and Vector Calculus are being dropped, it needs to be suggested to the undergraduate program committee now. Then it will be removed from the flow chart for 2003-2004, so incoming freshman and those who haven't taken the course will not have to take it. This will reduce the number of hours for the program to 133. Dr. Johnson asked if we wanted to have 136 or 133 hours for our program. Dr. Cheville informed the committee that MAE's program is 124 hours. He also informed the committee that our FE math scores are within the average, so we shouldn't be getting pressure to add this Engineering Math course. Dr. West stated that Engineering Math should be taught in the Engineering college. Dr. Cheville stated that we have a recommendation to drop Vector calculus by reducing the number of hours for the ECEN program to 133. The committee voted on this issue and it was unanimously passed, so now it is an official recommendation.

The committee then discussed whether or not to require the FE exam for graduation seniors. Dr. Teague stated that it would not be a measure of whether the student would be able to graduate, and that names could or could not be used.