To: ABET Steering Committee
From: Karen High, Associate Dean for Undergraduate Studies
Date: October 21, 2016
Subject: ABET Accreditation Steering Committee Charge

The Steering Committee, comprising a variety of different disciplines and areas of expertise, will be formed to provide oversight during the development of the ABET Reports. Specifically, the committee will include a tenured faculty member from each ABET-accredited program (preferably not the ABET coordinators) and will be charged with the following responsibilities:

- provide oversight and coordination of the accreditation process;
- review selected sections of the ABET reports;
- confirm consistency of website postings;
- identify areas of concern relative to the ABET standards that should be addressed by the College prior to report submission/team visit;
- provide feedback as requested;
- engage the College community in the process and provide updates of progress;
- review the integrity of the process and the College’s responses;
- provide the foundational structure for a potential College Assessment Committee.

Working Group for each ABET-accredited program

Program ABET Coordinator (identified)/Primary writer
- coordinate with the Self-study co-writer for each standard;
- coordinate with Reader for assigned section(s);
- review progress of assigned section(s), including compliance with the timeline and website updates;
- provide verbal or written updates to Steering Committee;
- provide feedback on strengths and weaknesses of assigned section(s);
- review assessments.

Self-study co-writer
- assist in writing narrative response to address assigned standard(s);
- coordinate meetings with assigned writers for standard(s);
- collect and compile evidence to support standard(s);
- coordinate and provide updates to ABET Coordinator;
- coordinate follow-up meetings as necessary.

Reader
- assist ABET Coordinator in the review of draft narratives and submitted evidence;
- identify strengths and challenges for assigned standard(s).