ABET Visit 2017 - Plan of action—Revised 5/22/17—changes are highlighted

Fall 2015

- PROGRAMS - Mock Visit
- PROGRAMS - Two assessment workshops (Oct 7-Mock Debrief, Nov 4-PEOs – Program Educational Objectives)
- PROGRAMS - Collect student data for fall courses taught every two years
- Make a two year schedule

Spring 2016

- PROGRAMS - Collect student data for spring courses taught every two years

January 2016

- PEO Reminder Jan 27

February 2016

- PROGRAMS - WEAVE workshop (during February)
- February 1 – PEO deadline
- Karen High/Anand Gramopadhye/Penny Brunner meetings with departments (Chair and ABET coordinators) start
- Hire assessment director
- Develop budget for ABET activities 2016/2017
- Develop suggested self-study format (Use ABETs template/Mock visit feedback and add best practices from Clemson)

March 2016

- PROGRAMS - Workshop after spring break to go over writing and measuring student outcomes (1 hr)
- Check which programs haven’t updated PEOs
- Work to finalize self-study suggested format

April 2016

- Karen/Penny to ABET symposium
- Work to finalize self-study suggested format

May 2016

- PROGRAMS – workshop (2 hr)
  - PEV (Program Evaluator) worksheets; Mock visit (lessons learned/best practices); Self-study suggested format discussed and revised; PEOs from all departments (from Mock visit and revised for 2017 visit); Standard terminology document; templates for syllabi and resumes; WEAVE reports and use; Website/document storage; timeline; ABET symposium debrief
- Standard terminology document developed
- Develop memo to departments to define assessment/ABET self-study working groups and steering committee

Summer 2016

- PROGRAMS – Departmental meetings - ABET (30 mins)
  - Discussion of ABET Steering Committee/Working Groups; departmental processes for assessment – Criterion 4 (direct measures and WEAVE); curricular mapping
- PROGRAMS - Self-study revision to start July 2016
- PROGRAMS - Collect student data for summer classes
- Develop program document storage mechanism with 2011, Mock, and 2017 visit information
- Develop Clemson ABET website/document/CANVAS/WEAVE/Dropbox management strategy
- Review final PEOs with Dean
- Create transfer/dual credit boiler plate documentation for self-studies (Karen H. and Karen T.)
- Assessment, accreditation, and planning website developed

September 2016

- PROGRAMS – Departmental meetings:
  - Boilerplate workshop/WEAVE report follow-up (contains mature data/use for PEVs)
- Develop ABET Accreditation Steering Committee (memo to department chairs for member selection)
- Initiate ABET Accreditation Steering Committee (memo to department chairs for member selection)
October 2016
- Programs - complete all WEAVE updates by October 15
- Develop transcript analysis form
- Develop tentative visit schedule – President, Provost, Associate Provost and Dean of Undergraduate Studies, CoS and AAH Deans, Dean of Libraries, Institutional Effectiveness
- ABET Steering Committee Meeting to talk about outcomes and expectations for self-studies
- Provost sends memo to campus community
- ESED, General Engineering and Automotive Engineering Assessment meetings

November 2016
- Complete WEAVE report/rubric review
- Revise boiler plate based on meetings with programs and additional input
- Develop portfolio of planning documents on Canvas
- Update appendices data for boiler plate

December 2016
- Associate Deans and Dean review of WEAVE reports – In progress
- Revise boiler plate based on meeting with department chairs/ABET coordinators and revised APPM guidelines (JG)
- Coordinate logistics for Madren Center and other items (DS) – waiting on final 2017 football schedule
- Update appendices data for boiler plate Appendix D (BP/JG)
- Submit Request for Evaluation – December 19 (Dean)
- Beta test Request for Review for ABET by December 19 (Dean)
- Facility and equipment review and revisions (PL)

Fall 2016
- Programs - Collect student data for fall classes
- Programs - Regular meetings to prepare for 2017 visit
- Connect to Math, Science, General Engineering, General Education (Provost Memo in October)

Spring 2017
- Programs - Collect student data for spring classes
- Programs - Regular meetings to prepare for 2017 visit
- Set visit date – Saturday, October 21 – Wednesday, October 25
- Set visit appointments with President, Provost, Associate Provost and Dean of Undergraduate Studies, CoS and AAH Deans, Dean of Libraries, Institutional Effectiveness
- Get President’s conference room as soon as we have a date (DS)
- Dean sends memo to campus about visit dates (DS)
- Update appendices data/boiler plate (BP/JG)
- Visit with support departments and the librarian so they are in the loop (BP/JG)
- Facilities and equipment training with Phil Landreth (PL)

Jan 2017
- Programs - Self-Study first draft – January 15
- Coordinate logistics for Madren Center and other items – hotel rooms and suite booked
- Programs – Submit best safety practices (PL/JG) – still in progress
- Self-study feedback session with ABET coordinators and Steering committee (BP/JG) – in progress
- Get 2017 Football schedule (DS)

Feb 2017
- Hendrix Center reservation (DS)
- Reserve hotel rooms at Madren Center (DS)
- Gets Riggs 101 for team room and support materials (DS)
March 2017
- PROGRAMS - Self-Study second draft – March 27

April 2017
- Connect to Math, Science, General Engineering, and General Education – Dean/Provost
- Self-study session with BP/JG/PB and ABET self-study writer from a different program

May 2017
- PROGRAMS - Self-Study final drafts – May 15
  - PROGRAMS – Transcripts and cover sheets compiled by program
  - Confirm visit appointments with President, Provost, Associate Provost and Dean of Undergraduate Studies, CoS and AAH Deans, Dean of Libraries, Institutional Effectiveness (DS)
  - Reserve other meeting spaces (DS)
- Know Team Chair May/June 2017
  - Collect bio information about the team chair for provost and Dean and other visitors the team chair will be meeting (BP)
- Self-study feedback session with ABET coordinators and Steering committee (BP/JG)
- Set up meetings with the President and Provost to prepare for Fall visit (DS)

June 2017
- Self-study Readers/Steering committee review final drafts – June 5 (BP/JG)
- PROGRAMS - Self-study to the Provost – June 12
- Self-studies back from Provost – June 21
- Final version of self-study should be loaded into Canvas by noon – June 28
- PROGRAMS - Self-study to ABET – June 30

July 2017
- Department chairs - schedule to them on when and where
- Get with the ABET team two months out about Madren facilities and Clemson information
  - Travel to ABET commission meeting (required for all institutions undergoing accreditation – July 13, 2017)

August 2017
- Email staff and ABET people involved phone numbers and arrangements ahead of time or make sure the team chair goes over arrangements with the PEVs before arriving to campus
- Nametags at lunch with color code signs and table sign with color codes
- Nametags on Sunday for the PEVS, Team chair, and department chairs and ABET coordinators
- Snacks and food
- Finalize support department early August to let them know Schedules done the first two weeks of August
- Invite students to lunch after school starts
- Email department chairs time lines and deadlines after school starts
- Work with Styles to get IT for visitors set up (guest log ins, extension cords, and computer and printer in room)

Sept 2017
- Invite departmental personnel to lunch on Monday (DS)
- Have support material in hand two weeks prior to visit

Oct 2017
- 2017 ABET Site visit team arrives – Oct. 21
- ABET Site visit – Oct. 22- Oct. 24