

# ABET

is not a four letter word

Adel Abunawass; Ph.D.

Professor & Chair

Department of Computer Science

University of West Georgia

Carrollton, GA 30118

[adel@westga.edu](mailto:adel@westga.edu)

# The Team

- Team members from academy & industry
- Team members receive extensive training
- Team members volunteer their time
- Team has access to ABET officials for consultation
- Team is composed of:
  - 2 Program Evaluators (PEV)
  - 1 Program Chair

# Rules & Roles

- ABET Conflict of Interest Policy
- ABET Code of Conduct
- Acceptance & Commitment
- Confidentiality & Discretion
- Represent ABET
- Fact finding
- Members are assigned areas of responsibilities
- Members prepare early & often

# Dos

- Do prepare complete & accurate self study report & course display
- Do provide additional information as requested
- Do involve the stakeholders (i.e. faculty, staff, students, administrators, etc.)
- Do make sure information is consistent (i.e. self study, course display, catalogs, web site, etc.)
- Do assist the team before, during, & after the visit
- Do ask questions as needed

# Don'ts

- Don't be offended by questions
- Don't be intimidated by the team presence
- Don't assume the team knows something if it was not provided by you
- Don't debate, but do explain
- Don't be shy... ask questions

# Conclusion

- The team produces an accurate report
- The team will share the findings with the program head and responsible entities
- Exit interview is shared with the President & appropriate administrators
- The team is there to help
- The team departs, but the work continues

# Resources

- Colleagues at other institutions who went through the process
- Training with ABET
- Additional workshops by ABET (i.e. Assessment, etc.).
- The ABET web site has information for everything you need ([www.abet.org](http://www.abet.org))

# Notes