

ABET Committee Meeting # 1

Date: 15/12/2008

Time: 12-1

Attendee: Dr. Emad Ali, Dr. AbdelHamid Ajbar, Dr. Ahmed Abasaeed, Dr. Mohamad AlHaj Ali, Eng. Mohammad Gaily and Eng. Idriss

The committee met to discuss the assessment tools to be used in the self study report and agreed upon the following items:

1. Adopt a course assessment report similar to that used by the chemical engineering program at Rhode Island University. The report will be first applied by the Committee members to their own current courses and then use it as a model in order to successfully generalize it to the other courses.
2. The chairman to follow the establishment of the industrial advisory board and the follow up of the Alumni and Employer Surveys.
3. Adopt the Rubrics form similar to that used by the Environmental Engineering program at Delaware University. Dr. Ajbar and Dr. AlHaj are responsible for customizing the Rubrics and put in Excel sheet format. The Rubrics will be applied to Laboratory courses and to the Project course CHE499. Eng. Gaily will coordinate with Eng. Ashraf and Eng. Khalid to apply the Rubric to the Laboratory courses. Dr. Mourad and Dr. Bakhbakhi are recommended to apply the Rubrics to CHE499 because they are members of the Graduation Project Committee.
4. Start collecting the Faculty, Graduating Exit Student, and Course Evaluation surveys for this semester. The Faculty Survey sheets will be distributed directly to the professors by Eng. Gaily and Dr. Ajbar. The graduating Students will be called for a meeting at which they will be asked to complete the survey sheets. Dr. Emad and Eng. Ahmed Chafidz are responsible. The course evaluation survey will be carried out by collaboration effort of the committee members and the professors teaching the courses. A memo will be sent by the Chairman to all faculty members to allow enough time for the survey process.
5. Dr. Ajbar to look for the GPA for the program graduates for the past three years. The collected data will be used to look at the GPA distribution and its progress over the past years.