

ABET Committee Meeting # 7

Date: 5/5/2009

Time: 9:30-11:00 am

Attendee: Dr. Emad Ali, Dr. Ahmed Abasaeed, Dr. Abdelhamid ajbar, Dr. Inas alnashef , Dr. Mohammad alHaj Ali

The committee met to discuss and distribute the tasks pertained to prepare good SSR report and to be prepared for good ABET visit as raised by the ABET Advisor. The following items were addressed:

1. Eng Gaily to follow up and finalize the Course binder for Fall 2008 and Spring 2009. To tag the course binder to highlight which one has design component. To tag each course binder to highlight the associated outcomes.
2. The team should finalize the course report for Fall 2008 with the help of the instructors teaching these courses.
3. Dr. Alnashef to follow up and collect the graduating student projects to be ready for display during the advisor visit.
4. To keep educating the students about the visit through announcements, posters, web site and in the class rooms.
5. Eng Gaily and Prof. Emad to follow up the safety issue in the laboratories.
6. Prof. Emad to contact the college vice dean for academic affairs to prepare transcripts for the graduating students.
7. To prepare a fully equipped office for the visiting advisor.