



ABET Committee Meeting Minutes	Attendees: <ul style="list-style-type: none">✓ Dr. Gholam Ehteshami, Professor of Chemical Engineering Technology✓ Monsuru Ramoni, Associate Professor of Industrial Engineering✓ Dr. Sundaram Arumugam, Assistant Professor of Electrical Engineering✓ Tsosie Schneider, Assistant Professor of Information Technology✓ Dr. Olanrewaju Johnson, Associate Professor of Environmental Engineering✓ Dr. Tarique Khan, Assistant Professor of Advanced Manufacturing Engineering Technology✓ Dr. Frank Stomp, Associate Professor of Computer Science✓ Dr. Bhagya Patil, Assistant Professor of Computer Science✓ Darrick Lee, Technical Instructor of Energy Systems✓ Scott Halliday, Fab Lab Coordinator✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies
Date:	Friday, December 8, 2023
Start Time:	1:35 p.m.
End Time:	3:06 p.m.
Location:	Zoom

I. Call to Order

Dr. Agbaraji called the meeting to order at 1:35 p.m.

II. Approval of Agenda

Dr. Ehteshami moved to approve the agenda. Dr. Stomp seconded the motion.

III. Approval of Meeting Minutes

A. November 3, 2023

Dr. Arumugam moved to accept the meeting minutes of November 3, 2023, seconded by Dr. Ehteshami.

IV. 30-Day Due Process

A. Submit 30-Day Due Process Responses for all shortcomings by December 15, 2023

B. Include fall assessment and continuous improvement for Criterion 4

Dr. Dey presented the IE assessment report for fall 2023, but performance indicators 1.a and 1.c were not met (SLO 1 - an ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics.)

Scott suggested taking the following actions:

1. Revise the questions for easy understanding.
2. Identify prerequisite courses, introduce, and reinforce courses for mathematical modeling.
3. Discuss with faculty teaching the prerequisite courses.

To reduce IT faculty workload, Tsosie recommended hiring IT interns to help grade IT courses. Dr. Agbaraji said since the IT students are still undergraduates, they may not be able to grade other students' paper unless they sign a waiver.

V. APPM, I.E.5.b.: Facilities - to assure the instructional and learning environments are adequate and are safe for the intended purposes

- A. Fab Lab
- B. Energy Systems Lab
- C. Electrical Engineering Lab
- D. Chemical Engineering Lab
- E. Environmental Engineering Lab
- F. Develop step-by-step processes for training technicians and interns

Scott shared a draft copy of the lab protocol for the Fab Lab.

Darrick presented a copy of the manual he utilizes in the Renewable Energy Lab. Scott also suggested that we need to activate the door access control key cards for the labs, so we can find out who accesses the labs. This will provide an extra level of security and protection.

VI. Provide a list of classes using the Fab Lab for lab sessions

VII. Next Meeting Date

The next meeting is scheduled for January 12, 2024, at 1:30 p.m.

VIII. Adjournment

Dr. Johnson moved to adjourn the meeting at 3:06 p.m. Dr. Arumugam seconded the motion.