

The ABET Board of Directors met on November 3, 2007, at the Hyatt Regency Hotel Lake Tahoe, Nevada. This report summarizes the actions that occurred at that meeting.

## ABET OFFICERS INSTALLED

The new 2007-2008 ABET Officers were installed:

President	<b>L.S. “Skip” Fletcher</b>
President-Elect	<b>Joseph L. Sussman</b>
Past President	<b>William S. Clark</b>
Secretary	<b>Janet Perper</b>

Treasurer **Dan Bradley** was installed in fall 2006 for a 2-year term. The Executive Committee for 2007-2008 includes all the preceding and voting Board Representatives **James Plasker** and **Larry Kaye**, as well as the non-voting Chairs of the Commissions and INTAC.

The complete list of current members of the Board can be found at <http://www.abet.org/bod.shtml>.

## NEW MEMBER SOCIETY ADMISSION APPROVED

The ABET Board of Directors approved the Admission Committee’s recommendation to admit the **International Council on Systems Engineering (INCOSE)** as a Member Society of ABET, subject to the ratification by the governing bodies of the current ABET Member Societies. The Board approved granting INCOSE responsibility as one of several multiple-Lead Societies for systems engineering programs without modifiers invoking other EAC Program Criteria.

The complete list of current ABET member societies can be found at <http://www.abet.org/gov.shtml>. Information about member admissions can be found in the Constitution, Bylaws, and Rules of Procedure: <http://www.abet.org/constitution.shtml>.

## ABET AWARD RECIPIENTS NAMED

Recipients of the ABET Fellow Award were honored at the Annual Meeting Awards Banquet. **Della Bonnette, Phillip Borrowman, Daina Briedis, Susan Schall, and A. Joseph Turner** joined the ranks of ABET Fellows.

## PRESIDENTIAL REPORT

President **William Clark** reported on the status of several initiatives that have been proceeding well. These include initiatives in the areas of diversity, PAVE, ABET financial model, non-domestic accreditation, and harmonization of the commissions.

President **Clark** announced that the President’s Award for Diversity was presented on October 31, 2007. The three recipients of the award were the **College of Engineering, Computer Science and Technology, at California State University, Los Angeles; the Information Technologies Division at Oklahoma State University-Okmulgee; and Mr. Lee Snapp of Salish Kootenai College, Pablo, Montana.**

More information about the President’s Award for Diversity and the 2007 winners can be found at <http://www.abet.org/diversity.shtml>.

## EXECUTIVE COMMITTEE REPORT

President **Clark** reported on the recent actions of the Executive Committee. The ABET Board Executive Committee met in September to develop the agenda for the ABET Board of Directors meeting and approved the following recommendations from the commissions:

- Participation by the members of the commissions’ Executive Committees in the PAVE face-to-face program evaluator training.
- A face-to-face meeting of the chairs of the criteria committees from the four commissions to finalize the harmonization of the criteria.

## FINANCIAL POLICIES AMENDED

Based on recommendations by the Finance Committee, the ABET Board approved changes in the ABET Rules of Procedure:

- Financial Policy 06 Accounting Procedures to use an activity-based costing model that separates ABET’s finances into Direct and Indirect cost centers.

- Financial Policy 17 Assessment Model which implements the new financial model for the setting of fees and assessments.
- Financial Policy 18 Accounts Receivable to add specific consequences for accounts that become delinquent for over 90 days.
- Financial Policy 22 Observer Fees to require observers to pay a fee when observing various working groups within ABET or meetings hosted by ABET.

ABET's bylaws can be found at <http://www.abet.org/constitution.shtml>.

### UPDATE ON PAVE

PAVE Steering Team Chair **Larry Kaye** presented the status report on the Partnership to Advance Volunteer Excellence (PAVE), the implementation phase of the Participation Project. Four working groups composed of member society representatives and ABET staff have been established: Recruitment and Selection, Training, Performance Appraisal, and Communications.

A Society Summit was held on September 19, 2007. The Summit had 55 participants with representatives from 19 member societies. The objectives of the Summit were to share best practices in recruiting, selection, training, use of mentors, and performance appraisal, and to identify additional opportunities for improvements in these areas.

The Board endorsed the recommendation from the PAVE Steering team on the full implementation of the centralized PEV and facilitator training. This cycle of program evaluator training begins January 2008. The expectation is that the PAVE Steering Team/work groups would complete the PAVE roll out in 2008. The "owner" of the PEV recruitment, selection, training, and performance appraisal system would be the Accreditation Council. It was recommended that the Steering Team initiate the transition planning with the Accreditation Council, and that ABET Headquarters review support needs and ensure an appropriate structure and resources be made available for managing the PEV processes.

More information on PAVE is available at <http://www.abet.org/pave.shtml>.

### COMPETENCY MODELS APPROVED

The Board approved a Team Chair Competency Model and a Training Facilitator Competency Model for inclusion in the ABET Rules of Procedure. The Team Chair Competency Model was developed by the PAVE Training Work Group to provide guidance to the commissions on the development of the training and evaluation of Team Chairs. The Facilitator Model includes three training roles: Lead Facilitator, Co-Facilitator, and Support Facilitator. All these roles would be filled by ABET volunteers who are experienced Team Chairs. These two model join the PEV Competency Model in forming the basis for recruitment, selection, training, and performance appraisal of ABET volunteers.

The newly approved competency models can be viewed at <http://www.abet.org/pave.shtml>.

### STATEMENT FROM THE TREASURER

The ABET Board of Directors received the statement from the ABET Treasurer, **Dan Bradley**, on ABET's current financial position:

- ABET's reserves (\$191,000) are precariously low.
- The market for ABET's accreditation services is growing both domestically and internationally.
- ABET's five-year budget forecast shows that the organization will achieve its goal of 30% reserves within 3 years.
- The Board Executive Committee, Finance Committee, and senior ABET staff are intent on managing the fiscal year 2008 budget so that the reserves are built by \$177,000 this year.
- Toward this end, \$355,000 in expense reductions and billed revenue changes with respect to the budget have been identified, which will allow ABET to achieve its goal.
- The Finance Committee will evaluate monthly reports and revise forecasts of income and expenditures when appropriate. Reports will be posted on the Board of Directors Resource Site ([community.abet.org](http://community.abet.org)).

### INSTITUTIONAL ACCREDITATION FEE SCHEDULING MOVED

The ABET Board of Directors approved the **Finance Committee** recommendation for the institutional accreditation fees be set at the March Board meeting. Traditionally, the institutional accreditation fees have been approved at the fall meeting of the Board of Directors for publication in December. With this plan, the Board will approve the budget as well as the major revenue streams (society assessments and institutional fees) at the same time. This also permits budgets and fees to be established based on more recent cost information.

Institutional accreditation fees are posted at <http://www.abet.org/forms.shtml> and <http://www.abet.org/request.shtml>.

## NEW COMMISSION OFFICERS

The Board ratified the elections of the commissions' officers and Executive Committee members for the 2008-2009 accreditation cycle. The following Chairs and Chairs-Elect will take office in July 2008:

### ASAC

- Chair: **J. Turner Hughey**
- Chair-Elect: **Charles W. McGlothlin, Jr.**

### CAC

- Chair: **Gayle Yauverbaum**
- Chair-Elect: **David P. Kelly**

### EAC

- Chair: **John (Jack) Rutherford**
- Chair-Elect: **Douglas R. Bowman**

### TAC

- Chair: **Mohammad Zahraee**
- Chair-Elect: **Kevin D. Taylor**

## 2008-2009 CRITERIA CHANGES APPROVED

The following criteria changes were approved for the 2008-2009 accreditation cycle:

### EAC:

- Revised General Criteria for Baccalaureate Level Engineering Programs and Master's Level Engineering Programs

### TAC:

- Revised Program Criteria for Mechanical Engineering Technology Programs
- Revised Program Criteria for Air Conditioning Engineering Technology Programs

The 2008-2009 accreditation criteria are posted at <http://www.abet.org/forms.shtml>.

## PROPOSED CRITERIA CHANGES APPROVED FOR REVIEW AND COMMENT

The following criteria changes were approved for publication for review and comment:

### ASAC:

- Revisions to the Program Criteria for Industrial Hygiene Programs and for Safety Programs

### TAC:

- Revisions to the Program Criteria for Bioengineering Technology Programs and Nuclear Engineering Technology Programs

Proposed changes to the accreditation criteria are posted at <http://www.abet.org/forms.shtml>.

## BOARD MEMBERS RETIRE

President **William Clark** and the Board acknowledged the contributions of retiring Board members and presented them with plaques commemorating their service. Retiring members included **Richard Seagrave** (2005-2006 ABET President), **Dan Turner** (ASCE), **Arnie Peskin** (IEEE), **Lowell McCaw** (ISA), and **Jerry Higgins** (SME-AIME).

President **William Clark** also acknowledged **Dave Holger** as Past Chair of the Accreditation Council and presented him with a memento to commemorate his service.

## NEW BOARD MEMBERS

At the conclusion of the 2006-2007 Board meeting, the 2007-2008 Board members were seated. The new Board members included **Larry Feeser** (ASCE), **David Meredith** (ASHRAE), **Franklin Dodge** (ASME), **Bruce Eisenstein** (IEEE), **Donald Gillum** (ISA), and **Arden Davis** (SME-AIME).

The complete list of current members of the Board can be found at <http://www.abet.org/bod.shtml>.

## WORK ON ABET STRATEGIC ISSUES REVIEW CONTINUES

At the March 2007 Board meeting strategic management session, the Board had identified three strategic issues for additional study: governance, globalization, and alternative educational delivery. Three *ad hoc* task groups were then established to examine these in depth and recommend actions to the Board. The task group on Governance was led by **Dick Seagrave**; Globalization was led by **Ron Hinn**; and Educational Delivery was led by **Susan Schall**.

Each Chair presented a report to the 2007-2008 Board of Directors on task group progress in reaffirming the strategic issue, developing strategic outcomes, defining guiding principles, and developing possible actions (strategies). Each of the groups requested comments from the Board on the work done so far, and additional input was collected from the Board. The task groups will make another report at the Spring Board meeting.

### **ABET FOUNDATION TO BE ESTABLISHED**

The 2007-2008 ABET Board approved the establishment of a foundation, consistent with other nonprofit organizations, incorporated in Maryland, consisting of membership of past officers of the Board. The resources of the foundation are to be used as directed by the Board.

### **NEXT BOARD MEETING**

Spring 2008 ABET Board of Directors Meeting  
Saturday, March 28, 2008  
Baltimore, MD

Fall 2008 ABET Board of Directors Meeting  
Saturday, November 1, 2008  
Louisville, Kentucky

Submitted by  
**George D. Peterson**, Executive Director  
[www.abet.org](http://www.abet.org)