



# REPORT TO THE BOARD OF DIRECTORS

Vol. 11, No. 1

Spring 2009

The ABET Board of Directors met on March 28, 2009 at the Marriott BWI Airport, Baltimore, MD. This report summarizes the actions that occurred at that meeting.

## ABET OFFICERS ELECTED

The newly elected members of the 2009-2010 ABET Executive Committee are:

President-Elect     **Phillip Borrowman**  
Secretary         **Ron Hinn**

Officers no longer represent ABET Member Society. The Executive Committee for 2009-2010 includes the non-voting Chairs of the Commissions, Accreditation Council, and INTAC.

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

## NEW MEMBER SEATED

SFPE, Society of Fire Protection Engineers participated as a Member Society for the first time. John McCormick is the new Director on the ABET Board. The complete list of current Member Societies can be found at <http://www.abet.org/gov.shtml>

## PUBLIC DIRECTORS CHOSEN

**William Bevins** of FreemanWhite, Inc., a healthcare and consulting firm and **Noelle Kehrberg** of Western Carolina University, Health Science Department were elected as new Public Directors for 2009-2012.

## PRESIDENT'S REPORT

President **Joseph Sussman** summarized recent activities related to:

- ABET Executive Director Search
- Implementation of the Strategic Task Groups' recommendations related to:
  - Governance
  - Globalization
  - Alternative Delivery
- Recent actions of the Executive Committee:
  - Approval of the 2009-10 Accreditation Commissioners
  - Approval of the recommendation to edit the Rules of Procedure to reflect ASEE's change to Lead Society

## ABET RULES OF PROCEDURE REVISED

The ABET Board approved the following changes to the ABET Rules of Procedure:

- Addition to the ABET Rules of Procedures of Financial Policy(FP) 23 IRS Form 990- Procedures
- Modifications to Section Four of the ABET Rules of Procedure regarding additional preferred qualification and requirements for Support Facilitator and requiring those interested in being a trainer for the PAVE-PEV training must first observe a face-to-face PEV Training session and then attend the Train-the-Trainer program.

The ABET Rules of Procedure can be found at <http://www.abet.org/constitution.shtml>

## ABET BYLAWS AMENDED

The ABET Board of Directors approved on 2<sup>nd</sup> reading changes to the Bylaws regarding the composition of the Nominating Committee. The proposed changes to the Nominating Committee will ensure balance and provide more flexibility when considering members of the Nominating Committee.

The ABET Board also approved on 1<sup>st</sup> reading the incorporation of the previously approved Position Description for Directors to the ABET Governance Document. The ABET Bylaws will be amended to address terms and operational procedures and the Rules of Procedure will address qualifications.

The ABET Bylaws can be found at <http://www.abet.org/constitution.shtml>

## TREASURER'S REPORT

ABET Treasurer **Daniel Bradley** presented the financial statements for period February 2009. Treasurer Bradley reported that ABET is very close to the target budget with regard to expenditures to date but funds needed to be carefully monitored for the remainder of the year.

## ABET BOARD ADHOC TASK GROUPS REPORT

Ad Hoc Task Group on Delivery-Method Independent Accreditation Chair **Moshe Kam** presented the task group's final report. The report identified four issues in the Accreditation Policy and Procedures Manual (APPM) that need consideration by the Accreditation Council and others - *Multi-campus Institution, different faculties, facilities, On-site visit, and On-site Review*.

The task group also submitted additional documents as input to the Accreditation Council, Commissions, committees, and/or task groups.

The preliminary report and recommendations of the ad hoc Task Group on Fact Finding on Alternative Delivery Accreditation was presented by CAC Chair **Gayle Yaverbaum**. The task group is charged with evaluating accreditation criteria and evaluation procedures and identifying items that could pose problems for ABET to conduct accreditation evaluations of programs delivered via alternative means or non-traditional means starting with the 2009-10 cycle and or pose a barrier or problem for programs delivered via alternative means or by non-traditional institutions and recommending next steps to resolve them in a timely manner.

The task group recommendations include:

- *Based on the findings, there is no need for criteria change*
- *Consideration should be given to adding to the requested information on the Request For Evaluation (RFE)*
- *Replace the term "visit" with "evaluation" and to remove references to modality/location/campus referring instead to program. A program would be defined by student outcomes and content.*
- *Self Study will need clarifications to benefit all parties- programs, team chairs, program evaluators, and ABET Staff.*

The Task Group plans to finalize the report after review with the Computing Accreditation Commission (CAC) Executive Committee and the Accreditation Council in April 2009.

Ad hoc Task Group on Metrics Chair **Susan Schall** presented the report on the task group's progress to-date and planned next steps. The task group is charged with implementing the metrics proposed by the Educational Delivery Ad hoc Strategic Task Group. The task group has conducted two surveys in early January and completed the preliminary analysis. They are currently organizing the results to submit to the Accreditation Council (AC) Training Committee, AC Harmonized Self-Study Task Group, and Commission Executive Committees.

## UPDATE FROM ABET FOUNDATION

ABET Foundation Board member **Richard Anderson** reported on the progress of the ABET Foundation. Its current activities include:

- Finalizing "paperwork" – Bylaws, accounting system, Foundation policies and procedures, and IRS tax-exempt status filings.
- Developing, maintaining, refining, and evaluating the working relationship with ABET, while maintaining the necessary "arm's length" relationship.

It currently has 3 Board members (all ABET Past Presidents): **William Clark – Chair, Richard Seagrave, and Richard Anderson**. The foundation is considering a Board of 5 members. **Kate Aberle** provides staff support to the Foundation Board.

## TRAVEL POLICY AND PROCEDURES MANUAL UPDATED

The updated ABET Travel Policy and Procedures Manual was presented to the ABET Board. The manual was updated to include policies approved by the ABET Board and to clarify some of the procedures. The Manual will be posted on the ABET websites for use by ABET volunteers and staff.

## BUDGET APPROVED

The ABET Board approved a Budget of \$9.4 M for the 2010-2011 Fiscal Year.

## FY2007 AUDITED FINANCIAL STATEMENTS RECEIVED

Audit Committee Chair **James Plasker** presented FY 2007 Audited Financial Statements to the ABET Board. The audit was completed by **Shapiro & Duffalo, PC**. He reported that the audit went well. The next audit will be done by the new ABET Auditors **Councilor, Buchanan, Mitchell of Bethesda, MD**.

### ACCREDITATION FEES FOR FY 2009-2010

The ABET Board of Directors approved the Accreditation Fees effective for fiscal year 2009-2010. Rather than a 10% increase in accreditation maintenance fee, the fees were increased to 5%.

The complete fee schedules for FY 09-10 can be found at <http://www.abet.org/request.shtml>

### SOCIETY ASSESSEMENTS SET

The ABET Board approved the society assessment fees for FY 2009-2010:

Fee per Member Director	\$16,780
Fee per Associate Member Representative	\$ 8,809
Lead Society (Curricular) Fee	\$ 225

### 2009 ANNUAL MEETING PLANNED

Annual Meeting Committee Chair **David Holger** presented the plans for the 2009 ABET Annual Meeting, which will take place on October 29 and 30 in San Antonio, Texas. The theme will be a follow up with the 2008 Annual meeting outcomes. The details of the meeting are still being finalized. Chair Holger encouraged the ABET Board to attend the Annual meeting to learn more about the issues facing ABET.

### UPCOMING EVENTS

New Board Member Orientation – October 28, 2009  
Crowne Plaza Riverwalk, San Antonio, TX

ABET Annual Meeting – October 29-30, 2009  
Crowne Plaza Riverwalk, San Antonio, TX

Fall 2009 ABET Board of Directors Meeting -October 31, 2009  
Crowne Plaza Riverwalk, San Antonio, TX