

# ABET Member Society Volunteer Webinar

December 2 and 3, 2007



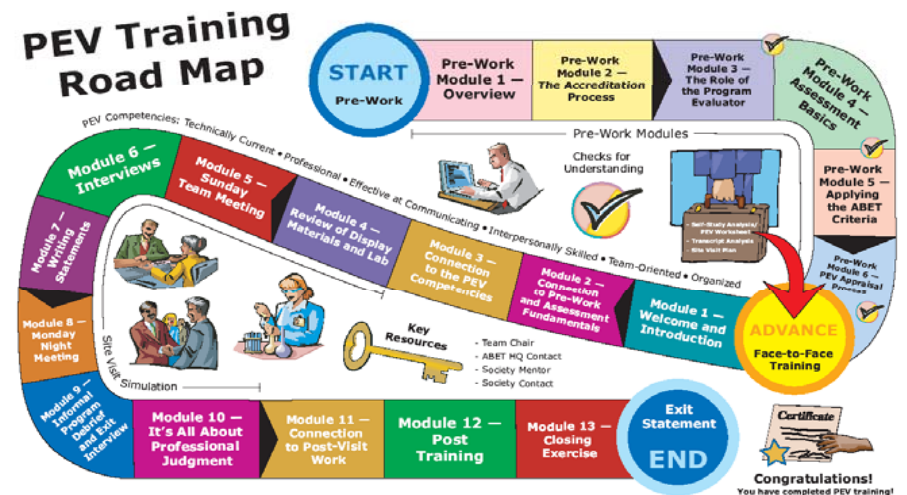
*Leadership and Quality Assurance in Applied Science,  
Computing, Engineering, and Technology Education*

# Topics to be covered

- Selection of PEV candidates
  - Current status of application process
  - Access to PEV applications
  - Timelines
- Managing applications in ABET database
- PEV selection process and timelines
- PEV candidate pre-work
- Society training mentor roles and responsibilities
- Selection of candidates for the Train the Trainer workshop
- Society role in training

# Selection of PEV Candidates

- Status of common PEV application process
  - PAVE Recruitment and Selection Workgroup is reviewing all suggestions/concerns from the Society Summit, Society survey and concerns brought to the Workgroup (both content and process).
  - Modified application process should be available for PAVE Steering Committee review after first of year.
  - Current PEV cycle applicants (those trained for 2008 cycle) can apply through centralized application or through their society's application process.



# Managing applications in ABET database

- If not using the common on-line application candidates still need to be “nominated” by the society and the candidate needs to complete their bio data in the ABET on-line bio form.
- Society can access applications submitted on ABET website through the society secure site.
- Detailed instructions on how to complete this process in the ABET database are included in three documents you have already downloaded:
  - Nominate a Volunteer Instructions.pdf
  - Viewing Volunteer Applications Instructions.pdf
  - Approve a Volunteer Instructions.pdf

# PEV selection process and timeline

- ABET budget to train 250 PEVs candidates (reduced from 300—within range of society projections)
  - Two-nights hotel expenses and on-site meals will be direct billed to ABET (does not cover incidentals)
  - Candidates will be reimbursed for travel expenses and meals not covered by ABET up to \$475
- PEV Training locations and dates:
  - Feb 23-24 – Baltimore (30)    March 15-16 – Portland (40)
  - April 26 -27 – Atlanta (60)    May 17-18 – Phoenix (60)
  - June 21-22 – Pittsburgh (60)
- Society assigns candidates to date/site—all assignments are final
- ABET HQs should be notified of selected PEV candidates at least two months prior to the training session to allow adequate time for candidates to arrange travel and complete pre-work in time for review by mentor before on-site training.
  - February assignments should be sent by January 4
  - When site is filled, society will need to assign to another site (first come, first served)

# Expectations for candidate pre-work

- Candidates are expected to complete six on-line modules prior to attending on-site training ([www.abet.org/\\_TrainingCD/index.htm](http://www.abet.org/_TrainingCD/index.htm))
- They will receive feedback on pre-work from training mentors and results of their “checks for understanding”
- Pre-work must be submitted to ABET HQ, mentor, and society three weeks prior to assigned training date in order for them to be eligible to attend on-site training
  - Provide time for review and/or feedback by mentor and support facilitator
  - If they do not meet this timeline, society will be informed and they will be dropped from the training. They can only be reassigned if there is room in future session. ABET will not pay for any incurred expense (e.g., change fee).

# Society mentor roles and responsibilities in training process

- Training mentor for each candidate assigned by society
  - Nature of mentoring roles vary among societies
- Primary responsibilities identified in PAVE mentor document “*Mentor Information Sheet.pdf*” approved by PAVE Steering Committee:
  - Training Mentor role
  - PEVs expectations for Training Mentor

# Selection of candidates for Train the Trainers

- Societies recommend experienced team chairs who meet the Trainer Competency model
- Train the Trainer April 5-6 in Baltimore
- Candidates must observe PEV Training (Feb/Mar) before attending April Train the Trainer
  - ABET does not support expenses for observations of PEV training
  - ABET pays training expenses per ABET travel policy
- Need a total of 47 Support Facilitators this year. Newly trained Facilitators will be assigned for May and June sessions after facilitator training. Feb/Mar/April support facilitators will be those already trained
  - Current training team will assign facilitators (based on facilitator availability) with approval of the PAVE Steering Committee
  - Steady state oversight model will determine future facilitator assignments

# Society Role in Training

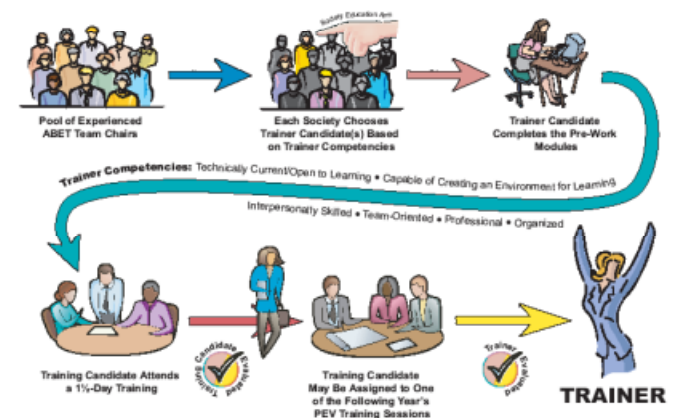
- Select experienced team chairs against Facilitator Competency Model for facilitator training and send names to [training@abet.org](mailto:training@abet.org) by **January 4**.
- Maximum of 30 additional will be trained.
- Current Facilitators (25):

- AIChE - 4
- AIHA - 1
- ANS – 1
- ASABE -1
- ASCE - 1

- ASME - 2
- BMES - 1
- CSAB – 3
- IEEE – 3
- IIE – 2

- NICE – 2
- NSPE, IIE – 1
- SAE – 2
- SPE

## Becoming an ABET Trainer



# Society Role in Training

- Select PEV candidates against PEV Competency Model and send to [training@abet.org](mailto:training@abet.org) (staying within estimates provided by your society to ABET) with following information:
  - Name, email address, society name, commission, preferred training site
- Assign mentor to each PEV candidate and send mentor/mentee information to [training@abet.org](mailto:training@abet.org)
  - Mentor name, email address, society, mentee name
- Nominate candidates for Support Facilitator training (Jan 4)
  - Name, email address, society name, commission
- Provide candidate feedback on lack of completion of training materials when necessary
  - ABET will provide society evaluation feedback: facilitator evaluation, peer evaluation, evaluation of PAF and exit statement, and copies of PAF and exit statement

# Due Dates for Training

Activity	Due Date					
	PEV Feb 23-24	PEV Mar 15-16	Trainers Apr 5-6	PEV Apr 26-27	PEV May 17-18	PEV June 21-22
Send names of candidates to ABET with site preference	Jan 4	Jan 18	Jan 4	Feb 22	Mar 14	April 18
Send names of mentors/mentees to ABET	Jan 18	Feb 1		Mar 7	Mar 28	May 2
Evaluations to societies	Mar 14	April 4		May 16	June 6	July 11

[training@abet.org](mailto:training@abet.org)