**Office of Academic Assessment**

**Virtual ABET Display Room Checklist**

**Visit date:\_\_\_\_\_\_\_\_\_\_ Dec. 2023**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department**

| **S.No** | **Item** | **Comments** |
| --- | --- | --- |
| 1- | Overall layout of the room.   1. Instructions on navigating the room. 2. Ease of navigation |  |
| 2- | Completeness with regards to the following: |  |
| (a) | Criterion 1 (Students)   1. Student advising evidence related to:  * Curriculum/academic issues * Career guidance  1. Evidence for waiver of pre-reqs 2. Transfer of credits 3. Transcripts and transcript analysis |  |
| (b) | Criterion 2 (PEOs)   1. meeting minutes where constituents provided input for adoption/revision/approval of PEOs. 2. survey results summaries related to PEOs and discussion by UPC/Department council. |  |
| (c) | Criterion 3 and 4 (SOs, assessment and CI).   1. Assessment of each SO in 3-5 required department courses, 2. evidence of SO assessment from student work, 3. tools used for assessment, 4. evaluation of SOs, 5. meeting minutes where SOs were assessed and evaluated by TAGs and assessment committee, 6. meeting minutes where CI actions were discussed by assessment coordinator, TAGs, UPC and department council. |  |
| (d) | Criterion 5 (Curriculum).   1. Folders showing curricular coverage of all department courses through student work. |  |
| (e) | Criterion 5 (Capstone).   1. List of capstone projects done in the past two years. 2. Soft copies of final reports of ALL capstone projects done in the past two years, 3. graded student work and intermediate reports for ALL projects. 4. Evidence/report from the capstone coordinator/UPC that capstone projects meet ABET requirements, i.e.:  * Use of codes and standards. * Multiple realistic constraints as defined by ABET. * Fulfills ABET definition of design and is not research. * Utilizes knowledge and skills learned in earlier courses. |  |
| (f) | Criterion 7 (Facilities).   1. Copies of periodic safety inspection reports for department teaching labs. 2. Lab safety rules and guidelines for students, technicians, operators etc. 3. Photographic evidence of lab safety instructions and measures in labs. For example: lab safety rules, tidy wiring, organized and labelled material storage bins, reduction of tripping, secured gas cylinders, dedicated and secured waste collection area, secured storage of hazardous materials, hazard warning signs etc. 4. Copies of MSDS arranged according to each lab. 5. Records of waste generation/collection/disposal. 6. Lab incident form and reports (if any). |  |
| (g) | Program Criteria.   1. Curriculum  * List identifying coverage of program criteria items in the required courses of the program, * evidence from student work showing coverage of each program criteria curricular topic.  1. Faculty.  * Evidence of how faculty qualifications and requirements are met. |  |
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Refer to ABET EAC Criteria, ABET APPM and the Display Material training by OAA dated 7 Nov. 2022 for additional information.