Sections in this Manual:

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Section 2: Process Improvement
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Section 4: Communications Subcommittee
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Section 6: Education Subcommittee
Section 7: Nominations Subcommittee
Section 8: Policy and Procedures Subcommittee
Section 9: Program Evaluator Selection Process
Section 10: Program Evaluator Education Process
Section 11: Mentoring Process

CIM Revision Log
Section 1: Member Expectations

A. Attend meetings, actively participate, and vote on issues
B. Serve on subcommittees
C. Serve as Program Evaluators
D. Assist in the Recruitment, Selection and Mentoring of Program Evaluators
E. Provide input and actively participate in post meeting activity as needed to support action item follow up

Section 2: Process Improvement

A. Steps to Process Improvement
   1. Identify Business Process
      - Document Process Definition
      - Document Process Purpose
      - Identify Process "Steward"
      - Establish Process Boundaries
      - Create Process Flow chart
   2. Identify Process Outcomes
      - Document Outputs
      - Identify Recipients and "Stakeholders" of Outputs
   3. Determine Expectations
      - Identify Current Formal/Informal Agreements
   4. Identify Your Needs
      - Identify Needs From Others to Make Process Work
      - Identify Those Providing Inputs
      - List Current Formal/Informal Agreements
   5. Identify Opportunities For Improvement
      - Identify and Prioritize Root Cause of Dissatisfaction
      - Identify Non-Value Adding Steps of Process Flow
   6. Develop A Process Improvement Plan
### B. CETAA Process Map

<table>
<thead>
<tr>
<th>OVERARCHING/GOVERNING PROCESSES</th>
<th>CORE PROCESSES</th>
<th>ENABLING/SUPPORTING PROCESSES</th>
</tr>
</thead>
</table>
| Participate in accreditation activities of ETAC/ABET | Program Evaluator Coordination/Administration  
- Qualifications Development  
- Recruitment  
- Selection/Nomination  
- Mentoring  
- Education  
- Assignments  
- Performance Assessment | Committee Staffing  
- Member selection  
- Officer selection/election  
- ETAC Rep selection/nomination  
- Standing/Ad Hoc committee identification/appointment |
| Establish goals/objectives  
Planning | Criteria Development  
- Identification of  
- ETAC  
- CEAA  
- ABET  
- Tech Dept. Heads  
- IEEE Public | |
| ET programs accreditation activities coordination  
- Identification of specific needs/opportunities  
- Selecting course of action | Internal operational Excellence  
- Awards  
- Documentation Tracking | |
## C. Process

<table>
<thead>
<tr>
<th>STEWARD *</th>
<th>OVERARCHING GOVERNING PROCESSES</th>
<th>CORE PROCESSES</th>
<th>ENABLING/SUPPORTING PROCESSES</th>
</tr>
</thead>
</table>
| Chair, CETAA | Participate in accreditation activities of ETAC/ABET  
- Establish goals and objectives  
- Planning | PEV Coordinator  
Education SC | Committee Staffing  
- Member selection  
- Officer selection/election  
- ETAC Rep selection and nomination  
- Standing/Ad Hoc committee identification/appointment |
|           | PEV Coordinator/Administration  
- Qualifications Development  
- Recruitment  
- Selection and Nomination  
- Mentoring  
- Education  
- Assignments  
- Performance Assessment | |
| Criteria SC | Criteria Development  
- Identification of need for change  
- Recommendation formulation and approval | Communications SC | External Communications  
- EAB  
- URC  
- APC  
- ETAC  
- CEAA  
- ABET  
- Tech Dept. Heads  
- IEEE Public |
| Chair, CETAA | **ET programs accreditation activities coordination**  
- Identification of specific needs and opportunities  
- Selecting course of action | Awards SC  
Policy/Procedures SC | Internal operational Excellence  
- Awards  
- Document Tracking |

*Process Stewards are the assigned chairpersons of the sub-committees (SC) identified unless otherwise noted.*

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Section 3: Awards Subcommittee

(Revised: May 2011 – D. Baker)

A. Introduction

This document describes the functions of, and processes used by, the CETAA Awards Subcommittee.

B. Subcommittee Members

The CETAA Chair will appoint a nominations committee in January. The committee will consist of a chair and at least one other member.

C. Purpose

The CETAA Awards Subcommittee nominates qualified, outstanding candidates for the appropriate IEEE and ABET awards pertaining to ETAC accreditation activities.

D. Policies

1. The policy of the CETAA Awards Subcommittee is to make nominations for awards appropriate to IEEE members who are active in ETAC accreditation activities.

2. Once a person receives an award, they cannot be nominated again for that same award.

3. A person can be nominated for multiple awards.

E. Process

1. The subcommittee Chair reports the subcommittee activities and resulting awards recipients at the January CETAA meeting.

2. The subcommittee Chair solicits nominees for each award at the January CETAA meeting.

3. The subcommittee follows the awards process depicted by Figure 1 as show below. This process is followed in accordance to the award schedules of Table 1 as shown below.
Figure 1. Process Flow Chart for CETAA Awards Subcommittee

Table 1: Award Schedules

<table>
<thead>
<tr>
<th>Award</th>
<th>Announcement Date</th>
<th>Nomination Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEEE EAB Meritorious Achievement Award in Accreditation Activities</td>
<td>March</td>
<td>April</td>
</tr>
<tr>
<td>IEEE Fellow Award</td>
<td>January</td>
<td>March</td>
</tr>
<tr>
<td>ABET Fellow Award</td>
<td>March</td>
<td>May</td>
</tr>
<tr>
<td>ABET Grinter Distinguished Service Award</td>
<td>March</td>
<td>June</td>
</tr>
</tbody>
</table>
F. Responsibilities

1. The CETAA Awards Subcommittee is responsible for:
   - Solicitation of candidates
   - Determining the strongest candidates for nomination
   - Preparing the nomination packages

2. The Chair is responsible for:
   - Verifying that the nomination requirements are met
   - Ensuring that the nomination deadlines are met

3. Desired Outcomes:
   - Identifying deserving candidates for one or more awards annually
   - Nominate at least one successful candidate annually

G. Awards

- IEEE EAB Meritorious Achievement Award in Accreditation Activities:
  This award recognizes IEEE members for efforts to foster the maintenance and improvement of education through the process of accreditation or engineering, engineering technology, computer science, and applied science programs.

- IEEE Fellow Award:
  The grade of Fellow is conferred by the Board of Directors upon an individual who has demonstrated outstanding proficiency, an extraordinary record of accomplishments, and has achieved distinction in any of the IEEE fields of interest.

- ABET Fellow Award:
  This award recognizes individuals who have given sustained quality service to applied science, computing, engineering, or technology education and to their respective professions through the activities of ABET.

- ABET Grinter Distinguished Service Award:
  The Linton E. Grinter Distinguished Service Award is ABET’s highest honor.
Section 4: Communications Subcommittee

(Revised: May 3, 2011 – J. Sammarco)

A. Introduction

This document describes the functions of, and processes used by the CETAA Communications Subcommittee.

B. Subcommittee Members

1. The Subcommittee Chair and members are appointed annually by the CETAA Chair.
2. The Subcommittee Chair should be a member of the ETAC of ABET Executive Committee.
3. At least one member must be a member of ETAC of ABET.
4. Membership should have broad representation - academia, industry, government, 2yr & 4yr colleges.
5. Membership should be staggered to promote continuity - according to length of terms of CETAA appointments.

C. Purpose

The primary purpose of this subcommittee is to ensure that CETAA is kept informed about current and proposed ABET accreditation: issues and processes that relate to the CETAA.

D. Responsibilities

1. Periodic review of the proposed changes to the ABET General Criteria and the ABET Policy and Procedures.
2. Periodic review of the final accreditation actions and trends of ETAC of ABET.
3. Provide oral and written reports to CETAA.
4. Serve as one source for communication between CETAA and ETAC of ABET.
5. Keep abreast of ETAC of ABET’s new initiatives, pilot programs, and other matters that directly relate to CETAA.
Section 5: Criteria Subcommittee

(Revised: May 2011 - M. Marchegiano)

A. Introduction

This document describes the functions of, and processes used by, the CETAA Criteria Subcommittee.

B. Subcommittee Members

1. Members to be appointed by CETAA chair for renewable terms - reviewed annually.
2. Membership should have broad representation - academia, industry, government, 2yr & 4yr colleges.
3. Membership should be staggered to promote continuity - according to length of terms of CETAA appointments.

C. Purpose

This section describes the procedures for: reviewing criteria, reviewing and updating CETAA on all changes to criteria, actively participating in the development of criteria for accreditation and developing a policy and procedure of operations and bringing same to CETAA.

D. Responsibilities

1. Review Current Program Criteria
   a. Review existing criteria and identify need for changes - on a periodic basis, divide program areas between sub-committee members according to preferences and areas of expertise
   b. During the fall accreditation visit period, solicit input from academia, CETAA/ETAC commissioners and PEVs, industry, and related societies having experience with current criteria - prior to the January CETAA meeting
   c. Propose changes to CETAA - discussion item at CETAA meeting, develop specific wording
   d. Solicit feedback from academia, industry and related societies - before the June CETAA meeting
   e. Submit to CETAA for action - present findings, action item at the June CETAA meeting
   f. Submit all approved CETAA changes to ABET in accordance with paragraph E of this section.
2. New Program Criteria
   a. Identify new program areas and program criteria - as perceived need arises, sub-committee as a whole
   b. Propose new program to CETAA - preliminary discussion item at CETAA meeting, develop plan for soliciting input and evaluation
   c. Solicit initial input from academia, CETAA/ETAC commissioners, industry and related societies - before next CETAA meeting.
   d. Present findings to CETAA - 2nd CETAA meeting, develop specific wording
   e. Solicit comments on proposed new program criteria - before next CETAA meeting
   f. Submit to CETAA for action - present findings, action item at 3rd CETAA meeting
   g. Submit all approved CETAA changes to ABET in accordance with paragraph 4 of this section.

3. General Criteria
   a. Current
      i. Review existing criteria and identify any perceived need for changes - on a periodic basis, sub-committee as a whole
      ii. Propose changes to CETAA - discussion item at CETAA meeting, develop position statement
      iii. Solicit input on proposed changes from academia, CETAA/ETAC commissioners, and industry - before next CETAA meeting
      iv. Submit to CETAA for action - present findings, action item at next CETAA meeting
      v. Submit all approved CETAA changes to ABET in accordance with paragraph E of this section.
   b. Proposed Changes
      i. Review proposed ETAC changes and assess impact upon IEEE programs - annually or as special need arises
      ii. Present to CETAA - discussion item at CETAA meeting, develop position statement
      iii. Solicit feedback from academia, CETAA/ETAC commissioners, and industry - before next CETAA meeting
      iv. Submit to CETAA for action - present findings, action item at next CETAA meeting
      v. Any action requiring program criteria changes should be done in accordance with paragraph B of this section.
vi. When needed feedback should be provided to ABET of any changes that would adversely impact any of the IEEE programs (whether lead or cooperating role). In the case where the IEEE serves in a cooperating role, feedback will be provided to the lead society.

4. Submitting Changes to ABET

a. Whenever action requires the submittal of changes to ABET for revision of existing program criteria or submission of new program criteria, the submittal will be in accordance with the “ABET Program Criteria Submission/Revisions/Approval Process” (P074 Dated 3/16/12).

b. Program criteria changes will be submitted to the Senior Director, accreditation Operations, along with endorsement letters from constituent programs and from all cooperating societies. Changes or revisions have to be submitted by May 31st for action at the July meeting.

c. Follow-up action by this subcommittee will include addressing any changes or further work required as a result of action by ABET’s Criteria Committee. Any significant changes to the proposed wording as a result of the Criteria Committee’s action (ABET) will be brought to the attention of the CETAA membership at the next semi-annual meeting for approval. Any word changes deemed ‘minor’ will be brought to the attention of the CETAA membership.

d. This subcommittee will monitor the proposed changes throughout the one-year review and comment period. The process will be considered complete once the changes are finally incorporated into ABET’s “Criteria for Accrediting Engineering Technology Programs” document.

Section 6: Education Subcommittee

(Revised: May 2013 – R. Cliver)

A. Introduction

This document describes the functions of, and processes used by the CETAA Educational Subcommittee.

B. Subcommittee Members

The Chair and members of the Educational Subcommittee are appointed annually by the CETAA Chair.
C. **Subcommittee Purpose and Responsibilities**

The primary responsibility of this Subcommittee is to ensure that all CETAA PEV training materials are up to date and new materials are developed as necessary. Specifically, that includes:

1. Periodic review of the web-based program specific training scenarios and sample findings.
2. Create new scenarios and sample findings based on real findings observed at ABET's summer commission meeting. Sample findings are to be written in the current finding format used by ABET.
3. Discuss new and updated scenarios and sample findings in a conference call. Send sample findings to a current ABET editor for review - prior to the January CETAA meeting.
4. Discuss new and updated scenarios and sample findings at January meeting.
   a. Obtain agreement of scenario and finding.
   b. Train new CETAA members and refresh old CETAA members so they are ready to answer PEV questions.
5. Monitor ABET training results.

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**Section 7: Nominations Subcommittee**

(Revised: May 2011 – D. Baker)

A. **Introduction**

This document describes the procedures for recommendations for CETAA appointments and reappointments, IEEE Representatives to the ETAC of ABET appointments and reappointments, and Alternate IEEE Representatives to the ETAC of ABET appointments and reappointments. This is intended to be used by the CETAA Nominations Committee as an operational guide.

B. **Subcommittee Members**

The CETAA Chair will appoint a nominations committee in January. The committee will consist of a chair and at least one other member.

C. **Purpose**

The committee will be charged by the CETAA Chair to recommend:
1. Nominations to fill vacancies or to reappoint CETAA members, Chair, Vice-Chair, or Program Evaluator Coordinator whose term will be ending in April of the following year.

2. Nominations to fill vacancies or to reappoint IEEE Representatives to ETAC of ABET whose term will be ending in July of the following year.

D. Process

1. CETAA Nominations - Prime consideration is given to ensuring some continuity and to maintaining a balance of academic (two-year and four-year programs) and nonacademic (industrial, government, etc.) representatives. For new CETAA committee members, the nominations committee reviews the current and previous lists of IEEE program evaluators and their respective biographical data. In addition, ETAC of ABET evaluations of program evaluators by team chairs and institutions for the past five years are reviewed. Program evaluators who have made a reasonable number of visits and who have received good evaluations are identified. Some team chairs may be contacted to provide additional comments on those being considered. All recommended nominees for CETAA positions are called to obtain their willingness to serve if appointed or reappointed.

2. ETAC of ABET Nominations - Prime consideration is given to maintaining a balance of academic (two-year and four-year programs) and nonacademic (industrial, government, etc.) representatives. For new appointments to ETAC of ABET, the committee reviews the current and previous lists of program evaluators and their respective biographical data. In addition, ETAC of ABET evaluations of program evaluators by team chairs and institutions for the previous five years are reviewed. Program evaluators who have made a large number of visits and who have consistently received high evaluations are considered. Replacement nominees are contacted to obtain their willingness to serve if appointed. Evaluations of current representatives to ETAC of ABET are reviewed and those recommended for reappointment are also contacted to obtain their willingness to serve if reappointed.

E. Committee Recommendations

The nominations committee report includes recommendations for new appointments and reappointments and biographical data for all new appointment recommendations.

F. Schedule

The following table outlines the schedule for nominations:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsibility</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appoint Nominations Committee</td>
<td>CETAA Chair</td>
<td>January</td>
</tr>
<tr>
<td>Identify ETAC of ABET vacancies and review candidates.</td>
<td>Committee</td>
<td>Feb. - May</td>
</tr>
<tr>
<td>Contact all being considered for appointment or reappointment as commissioner or alternates</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Section 8: Policy and Procedures Subcommittee

(Revised: June 17, 2011 - R. Floyd)

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Committee</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommend ETAC of ABET appointments and reappointments as commissioners or alternates</td>
<td>Committee</td>
<td>June</td>
</tr>
<tr>
<td>Identify CETAAA vacancies and review candidates. Contact all being considered for appointment or reappointment</td>
<td>Committee</td>
<td>Sep - Dec</td>
</tr>
<tr>
<td>Recommend CETAA appointments and reappointments</td>
<td>Committee</td>
<td>January</td>
</tr>
</tbody>
</table>

**A. Introduction**

This document describes the functions of, and processes used by the CETAA Policy and Procedures Subcommittee.

**B. Subcommittee Members**

The Chair and members of the Policy and Procedures Subcommittee are appointed annually by the CETAA Chair. The preferred Chair appointment shall be the Chair Elect or the Past Chair, as appropriate.

**C. Subcommittee Purpose and Responsibilities**

The primary responsibility of this Subcommittee is to ensure that all written publications of the CETAA are up to date and consistent with the CETAA Charter. Its constituency is not only the Educational Activities Board and the public, but also the members of the CETAA itself. Specifically, that includes:

1. Periodic review of the Charter.
2. Periodic review of all CETAA and Subcommittee policies and procedures.
D. **Review Procedure**

1. During any CETAA meeting, the Policy and Procedures Subcommittee members will note any actions of the CETAA that would impact the Charter, document, the policies and procedures of any of the CETAA Subcommittees, or the CETAA Operations Manual.

2. The Subcommittee will then provide modified wording for the document in question and submit it to the CETAA membership for discussion and approval, either electronically or at the next CETAA meeting.

3. At the request of the CETAA Chair, the URC, or the EAB, the Subcommittee will develop modifications to any CETAA document consistent with a change in the CETAA charge or procedures. These changes will also be submitted to the CETAA membership for discussion and approval.

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**Section 9: Program Evaluator Selection Process**


A. **Introduction**

This document provides an overview of the IEEE process for selection of the ETAC-ABET accreditation program evaluators. This process involves administrators at ETAC-ABET, IEEE Educational Activities (IEEE-EA), and the IEEE Committee for Engineering Technology Accreditation Activities (IEEE-CETAA).

B. **Administrators**

The following people are the current administrators. There are other individuals associated with this process but the primary ones are identified here.

- IEEE-Accreditation Specialist - Regina Samson
- IEEE--CETAA Program Evaluator Coordinator – Timothy Skvarenina

The IEEE – Accreditation Specialist and the CETAA Program Evaluator Coordinator are the IEEE Society Liaison to ETAC of ABET and have access to the ABET databases containing program evaluator and current cycle visit data via the ETAC of ABET Society Liaison website.

C. **Establishing the evaluator resource pool**

IEEE Staff solicits potential engineering technology evaluators for the programs that IEEE has the responsibility for:
Candidate applications are posted at the "PEV Rating" website for review by the IEEE-CETAA. The candidate applications are reviewed and scored by the IEEE-CETAA members. Scores are tabulated and rank ordered for consideration at the January meeting by the CETAA. The CETAA votes on acceptance of those candidates meeting the threshold score. Former Program Evaluators are not prohibited from reapplying; however, the practice is neither encouraged nor discouraged. The number of candidates selected depends on the number of evaluators being rotated out of the pool and the estimated workload for the coming year.

Evaluators are re-appointed yearly or every five years. The PEV Coordinator provides a preliminary pool of evaluators to be considered for term extensions. This pool is voted on by CETAA, the same as new candidates. An equal balance between academic and industrial evaluators is an important criterion in the selection and re-appointment process. A recognition letter is sent to all evaluators who receive an additional term.

Following selection by IEEE-CETAA, the IEEE-EA administrator places the evaluator data into an IEEE-CETAA access data base. The entire pool of evaluators is then submitted to the University Resources Committee (URC) of the IEEE Educational Activities Board for approval.

All evaluator biographic data changes and availability updates must be entered into the ABET biography portion as well as sent to the IEEE-EA administrator as soon as possible throughout the year. This data is periodically sent to various individuals as part of this process. Outdated evaluator information, particularly addresses and telephone numbers, creates serious problems during the assignment phase.

D. Review institution and ETAC-ABET team chairpersons information

ETAC-ABET assigns team chairpersons by late first quarter. The team chairpersons then contact and confirm fall visits dates with institutions. Visit dates are published in the ABET database via the society portal.

ETAC-ABET makes available all details of the visit to both the IEEE-EA administrator and IEEE-CETAA Program Evaluator Coordinator via the ETAC-ABET database via the society portal. Information provided by ETAC-ABET includes the following as a minimum:

- Institution name, institution location, program name, degree type, program criteria to be used and type of review
- Name of team chairperson, society and work affiliation, work/home telephone and fax numbers, e. mail address, and ETAC-ABET experience
- Dates for visit
• Number of IEEE evaluators required for each program
• Total number of PEVs required from all societies for visit

The ETAC-ABET administrator must provide the IEEE-EA administrator and the Program Evaluator Coordinator with evaluator performance data for past visits. This will be used to code entries in the IEEE-CETAA evaluator data base following visits. This code will only be used to indicate an unsatisfactory performance and guide the IEEE-CETAA assignments and re-appointments. These codes will only be entered following approval of the IEEE-CETAA.

Upon receipt of the required data from ETAC-ABET, the IEEE-EA administrator enters and provides the IEEE-CETAA Program Evaluator Coordinator with the biographic data on current technology evaluators by March 31. This data will include the code indicating unsatisfactory performance for past visits. This should be transmitted on disc or emailed.

The IEEE-CETAA Program Evaluator Coordinator should review the evaluator requirements for the programs scheduled to be visited, taking into account ETAC-ABET policy on number of evaluators required due to circumstances such as team size, degree level and initial review. Any inconsistencies should be reported to the ETAC-ABET Accreditation Director. This should be completed as early as possible in the cycle, even before team chair and visit dates are posted, so as to allow time for corrections.

E. Evaluator assignment

ABET requires that every PEV must agree to the ABET Code of Conduct prior to the beginning of each accreditation cycle. The IEEE-CETAA Program Evaluator Coordinator should contact all IEEE PEVs prior to the assignment process so as to alert them of this requirement.

The IEEE-CETAA Program Evaluator Coordinator starts the process of matching institutions, programs and evaluators. The assignments follow these general guidelines approved by IEEE-CETAA:

• An evaluator may not return to the same campus of an institution for re-evaluation.
• General conflicts of interest, such as previously consulted with or employed at institution, recruits graduates, graduate of the institution, work for an institution that competes for students, member of program advisory committee, etc., must be avoided.
• Evaluators should be from out of state. Travel costs should be minimized when possible.
• An evaluator's skill and experience must match the program area. An evaluator for a two year program should have experience with associate programs either as an instructor, a supervisor of engineering technicians, or as a member of an industrial advisory committee.
• An evaluator is assigned one visit per year. An experienced evaluator may be asked to take a second visit as result of a late cancellation by an evaluator or rejection of an evaluator by the institution.
• A good-faith effort is made to assign all new evaluators their first year. They are selected for institutions with a good accreditation record and more than one program being accredited whenever possible. If there is only one program with two evaluators the new
person would be assigned along with an experienced IEEE evaluator. An attempt is also made to assign new evaluators to teams led by experienced IEEE team chairpersons. They are never assigned to evaluate "show cause" programs.

- A new evaluator may not be confirmed for a visit prior to completion of the ETAC-ABET PEV Training Workshop. The ETAC-ABET PEV Training Workshop is offered in April, May and June, hence a new PEV may not be eligible for assignment until late June. Completion of the ETAC-ABET Training Workshop by new evaluators is available to the society liaison via the ETAC-ABET database.

- Assignment of evaluators should then proceed through the evaluator pool in order of reverse seniority.

- An evaluator with more than one unsatisfactory performance evaluation is not assigned. The IEEE-CETAA may remove this evaluator from the evaluator pool. The evidence of removal will be maintained for reference in future re-applications.

- An attempt will be made to assign members of the IEEE-CETAA.

- Upon exhaustion of the current evaluator pool past evaluators, previously assigned PEVs will be contacted for possible assignment of a second visit.

Starting April 1, the IEEE-CETAA Program Evaluator Coordinator will select evaluators for each visit based on these criteria. Next, the coordinator contacts evaluators via e-mail and obtains commitments for specific visits and dates. A copy of the assignment e-mail may be found in addendum 1. All newly approved evaluators are required to attend and successfully complete the ETAC-ABET Face to Face Training Workshop. The coordinator will keep the IEEE-EA administrator advised of progress periodically.

Upon acceptance of the assignment by the program evaluator, the coordinator will enter the evaluator’s name into the ETAC-ABET database so as to indicate which program that evaluator has been assigned to visit.

It should be noted that the Program Evaluator Coordinator will be prohibited from assigning a PEV to conduct a visit in the ETAC-ABET database, unless that PEV has agreed to the ABET Code of Conduct. ABET requires that all PEVs must agree to the Code of Conduct prior to the beginning of each accreditation cycle. This is a system function and cannot be overridden.

F. Activities prior to visits

Team chairpersons are informed of the evaluator assignments via the ETAC-ABET database and they in turn obtain approval of the evaluator(s) from the institution.

Team chairpersons notify evaluator(s) of approval or rejection and the IEEE-CETAA Program Evaluator Coordinator of rejections when they occur. Society liaison is also notified of the approval or rejection of an evaluator via e-mail from the ETAC-ABET Accreditation Director.

In case of an evaluator rejection for any reason the IEEE-CETAA Program Evaluator Coordinator will provide a replacement as soon as possible and notify the other administrators.

The evaluator replacement process is broken into three (3) phases. Phase 1 begins following the submittal of the evaluator assignments to ETAC-ABET. During this period, the normal
assignment process will be used to replace any evaluator that has been rejected by the institution or canceled for other reasons.

Phase 2 begins August 15th and continues to 1 week prior to each evaluation visit. During this period, the normal assignment process will be used to replace any evaluator, with the exception that the re-assignment notification will also be sent to the ETAC-ABET Accreditation Director and the ETAC-ABET Team Chairperson.

Phase 3 begins within 1 week of the evaluation visit. During this period, special methods will be used to identify, confirm, transmit and acquire institutional acceptance of replacement evaluators. These methods require the IEEE-CETAA Program Evaluator Coordinator, ETAC-ABET Accreditation Director and the Team Chairperson to work in direct communication to quickly replace the evaluator. If an evaluator cannot be located, the ETAC-ABET Accreditation Director will determine the final visit action.

G. Schedule summary

Before December
IEEE-EA solicits and collates evaluator applications.

December 15
ETAC-ABET provides all IEEE Program Evaluators’ and Team Chairpersons’ performance data for past visits, including institution and program.

January
IEEE-CETAA selects evaluators for the pool and forwards names to URC and then to EAB for approval.

February 15
ETAC-ABET posts team chairperson assignments and transmits to IEEE (1) via the ETAC-ABET database.

March 15
Team chairpersons complete date confirmation with institution and post to the ETAC-ABET database. IEEE-CETAA Program Evaluator Coordinator interfaces with the ETAC-ABET Accreditation Director to discuss any special circumstances or needs for each evaluation as is necessary.

March 31
ETAC-ABET Accreditation Director posts complete visit details to ETAC-ABET database. April 1 – July 15

IEEE-CETAA Program Evaluator Coordinator starts assignment phase and posts assigned PEVs to ETAC-ABET database as they are accepted by the PEVs. The goal is to have all PEV assignments completed by mid-July.

Team chairpersons solicit approval of evaluators by institutions and post to ETAC-ABET database. ETAC-ABET Accreditation Director notifies IEEE (1) of institutional acceptance of PEV via e-mail.

Note 1 IEEE in the schedule denotes both IEEE-EA Administrator and the IEEE-CETAA Program Evaluator Coordinator.
Section 10: Program Evaluator Education Process

(Revised: January 19, 2011 – R. Floyd)

A. Introduction

This document provides an overview of the IEEE process for maintaining the educational activities and materials for the ETAC-ABET accreditation Program Evaluators. This is intended to be used by the CETAA Education Subcommittee as an operational guide.

B. Educational Activities

The CETAA educational activities consist of maintaining the web-based program specific training, training of new CETAA members, and other incidental training required for CETAA operations.

A standard agenda item for the January CETAA meeting should be a session where all members suggest improvements in the process and take action to implement them. The Education Subcommittee should analyze the feedback from the previous workshops and suggest improvements.

In addition, a standard agenda item for the January CETAA meeting is the review of, and addition to, program specific scenarios for the web-based PEV training. The goal of this review would be to keep the training materials current, train new CETAA members and refresh CETAA old members.

C. Educational Materials

The educational materials consist of the web-based program specific training case studies and associated reference material. All of these require periodic review and updating.

D. Evaluator Forms and Data

A number of forms and documents exist to manage the selection and tracking of evaluator information. These must be periodically reviewed for content and coverage.
<table>
<thead>
<tr>
<th>Form or Document</th>
<th>Originator</th>
<th>Destination</th>
<th>Distribution Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call for CETAA Program Evaluators</td>
<td>IEEE EA Staff</td>
<td>IEEE members</td>
<td>flier, WEB, e. mail, Spectrum, The Institute, The Interface, ABET News</td>
</tr>
<tr>
<td>Program Evaluator Application</td>
<td>ABET Staff</td>
<td>Potential evaluators</td>
<td>WEB, e. mail, US mail</td>
</tr>
<tr>
<td>Program Evaluator Nominee Evaluation</td>
<td>IEEE EA Staff</td>
<td>CETAA voting members</td>
<td>US mail, e. mail</td>
</tr>
<tr>
<td>Data Base of Evaluators, Biographies, Institutions, and Visits</td>
<td>IEEE EA Staff</td>
<td>Program Evaluator Coordinator</td>
<td>CETAA site</td>
</tr>
<tr>
<td>Program Evaluator Selection Process Document</td>
<td>Program Assignment Coordinator</td>
<td>IEEE EA Staff, CETAA, ETAC-ABET</td>
<td>email, US mail</td>
</tr>
<tr>
<td>Inform new Program Evaluators that they must attend ABET training</td>
<td>ABET</td>
<td>New PEVs</td>
<td>email, telephone call</td>
</tr>
<tr>
<td>Program Evaluator Assignments</td>
<td>Program Assignment Coordinator</td>
<td>IEEE EA Staff, ETAC-ABET Accreditation Director</td>
<td>email</td>
</tr>
<tr>
<td>Appraisals of Program Evaluators and ETAC Chairpersons</td>
<td>ETAC-ABET</td>
<td>IEEE EA Staff, Program Evaluator Coordinator, CETAA Chairperson</td>
<td>email</td>
</tr>
<tr>
<td>Support Facilitator Evaluation of PEV Candidate. This is the evaluation of the PEVC against the ABET PEV competencies</td>
<td>Education Subcommittee</td>
<td>IEEE EA Staff, Program Evaluator Coordinator</td>
<td>web</td>
</tr>
</tbody>
</table>
Support Facilitator Evaluation of PEV Candidate Exit Statement. This is the evaluation of the PEVC’s exit statement of Upper State University.

E. Schedule

The following tables outline the maintenance schedule for the various forms and documents indicated above.

<table>
<thead>
<tr>
<th>Call for CETAA Program Evaluators Tasks</th>
<th>Responsibility</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review and update the Master document. Modify the other distribution media as needed.</td>
<td>IEEE Staff, CETAA Chairperson</td>
<td>by May 1</td>
</tr>
<tr>
<td>Distribute</td>
<td>IEEE Staff</td>
<td>by July 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Evaluator Application Task</th>
<th>Responsibility</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review and update</td>
<td>ABET Staff</td>
<td>by Jun 1</td>
</tr>
<tr>
<td>Distribute as needed</td>
<td>IEEE Staff</td>
<td>Jun-Sep</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Evaluator Nominee Evaluation Form Task</th>
<th>Responsibility</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collate Applications and create this form based on a template.</td>
<td>IEEE Staff</td>
<td>by Nov 1</td>
</tr>
<tr>
<td>Distribute this form, including Applications to all CETAA voting members.</td>
<td>IEEE Staff</td>
<td>by Nov 15</td>
</tr>
<tr>
<td>Task</td>
<td>Responsibility</td>
<td>Schedule</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>CETAA voting members evaluate Applications and fill out and return this form.</td>
<td>CETAA voting members</td>
<td>by Dec 15</td>
</tr>
<tr>
<td>Produce a summary from the forms.</td>
<td>IEEE Staff</td>
<td>by Jan Mtg.</td>
</tr>
<tr>
<td>Vote on nominees and make final new evaluator selection.</td>
<td>CETAA voting members</td>
<td>Jan Mtg.</td>
</tr>
<tr>
<td>Submit the list of Program Evaluators to URC for approval.</td>
<td>IEEE Staff</td>
<td>by Feb 1</td>
</tr>
</tbody>
</table>

### Data Base of Evaluators, Biographies, Institutions, and Visits Task

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsibility</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtain report from ETAC-ABET of visits made by evaluators in the past cycle.</td>
<td>IEEE Staff</td>
<td>by Dec 15</td>
</tr>
<tr>
<td>Update current evaluator visits information.</td>
<td>IEEE Staff</td>
<td></td>
</tr>
<tr>
<td>Update current evaluator status resulting from January meeting review action</td>
<td>IEEE Staff</td>
<td></td>
</tr>
<tr>
<td>Enter new evaluators' biographies based on January meeting selections.</td>
<td>IEEE Staff</td>
<td></td>
</tr>
<tr>
<td>Change the status of evaluators whose terms are completed.</td>
<td>IEEE Staff</td>
<td></td>
</tr>
<tr>
<td>Send the Program Evaluator Coordinator the updated data base.</td>
<td>IEEE Staff</td>
<td>by Mar 31</td>
</tr>
<tr>
<td>Update the data base as required with evaluator address, etc. changes.</td>
<td>IEEE Staff</td>
<td></td>
</tr>
</tbody>
</table>

### Program Evaluator Selection Process Document Task

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsibility</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solicit input from ETAC-ABET, review the process, and propose changes.</td>
<td>Education Subcommittee</td>
<td>Jan Mtg.</td>
</tr>
<tr>
<td>Program Evaluator Assignments Task</td>
<td>Responsibility</td>
<td>Schedule</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>----------------</td>
<td>----------</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appraisals of Program Evaluators &amp; ETAC Chairpersons Task</th>
<th>Responsibility</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtain appraisals from ETAC-ABET.</td>
<td>IEEE Staff</td>
<td>by Dec 15</td>
</tr>
<tr>
<td>Review appraisals of Team Chairpersons to determine if re-appointment is ill-advised.</td>
<td>CETAA voting members</td>
<td>Jan Mtg.</td>
</tr>
<tr>
<td>Review appraisals for need to supplement education of unsatisfactory evaluators or to remove from active status.</td>
<td>CETAA Chairperson, Program Evaluator Coordinator</td>
<td>by Feb 1</td>
</tr>
<tr>
<td>Access supplemental educational needs, plan methods to accomplish, and forward to URC-EABAPC-EAB for approval and funding.</td>
<td>CETAA Chairperson, Education Subcommittee</td>
<td>by Feb 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Evaluator Manual Tasks</th>
<th>Responsibility</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtain from ETAC/ABET all changes in criteria, Policies and Procedures, Forms, Questionnaire, Information for Host Institute, etc.</td>
<td>IEEE Staff and Subcommittee Chairperson</td>
<td>by Aug 31</td>
</tr>
<tr>
<td>Update web-based case studies to reflect changes from previous year.</td>
<td>Education Subcommittee</td>
<td>by Oct 15</td>
</tr>
<tr>
<td>Develop new case studies</td>
<td>Education Subcommittee</td>
<td>by Oct 15</td>
</tr>
<tr>
<td>Update all on-line training materials (copies of); Criteria, Forms (both blank and examples)</td>
<td>Education Subcommittee</td>
<td>by Oct 15</td>
</tr>
</tbody>
</table>

Return to Top of Document
Section 11: Mentoring Process

A. Introduction
This document describes the processes used by the CETAA in mentoring.

B. Purpose
This process describes the method that will be employed for mentoring of Program Evaluators (PEVs).

C. Process
1. Objectives
The process objectives are:
   a. To supplement the evaluator training to ensure that all new Program Evaluators are familiar with the goals, objectives, procedures and responsibilities of the CETAA.
   b. To provide a contact for aiding new Program Evaluators preparing for their first visit.
   c. To provide a feedback mechanism for Program Evaluators so they can improve the quality of their evaluations.
   d. To provide feedback to CETAA on issues relating to training of evaluators or improvement of process.
   e. To inform Program Evaluators of ETAC interpretations of some of the ABET Criteria and guide the Program Evaluator to that information.

2. Mentor Assignment:
The following are general considerations for assignment of Mentors to Mentees. There may be special circumstances that must be addressed, but they will be evaluated on an individual basis by the PEV Coordinator the CETAA.
a. All Mentors must complete the ABET required training each year followed by a “Proficiency Assessment”. It is important that all Mentors be certified by ABET as Training Mentors.

b. Mentors assigned to new Program Evaluator Candidates (PEVCs) will be current members of CETAA.

c. Non-CETAA members may be assigned as Mentors to the experienced PEVs, based on their past experience as members of CETAA and an-ongoing relationship with CETAA.

d. Mentor/Mentee relationships should be distributed as evenly as practical across the CETAA Mentor list.

e. Because of the special training and visit requirements, all non-US PEVs will be assigned to the PEV Coordinator as their Mentor.

f. New CETAA members will not normally be assigned as the Mentor for a new Program Evaluator Candidate (PEVC).

g. New PEVCs will not normally be assigned to a CETAA member leaving the Committee in April.

h. Mentor/Mentee relationships should be as stable as practical, ensuring an on-going stability.

i. The Mentor assignment list will be coordinated between the PEV Coordinator and CETAA Staff to ensure the PEV list is current and the contact information correct.

3. Mentor responsibilities:

Mentor must be available to answer questions and guide the PEVC through her/his learning process. Mentor must guide and work with PEVC throughout the training process.

Pre-work:

- Mentor must be familiar with the pre-work content and requirements.

- After assignment, Mentor must make contact with the PEVC in a timely manner.

- Answer any questions for the completion of pre-work and review the pre-work at ABET web site

- Make contact with PEVC if pre-work deliverables have not been received three weeks prior to the face-to-face PEV training.

- Be available to answer any questions regarding the pre-work for face-to-face training

- Discuss PEVC preparation for training and readiness for a visit with CETAA liaison.
Face-to-Face Training:

- Inform the PEVC for scheduled F2F training in Baltimore, MD (Tentative schedule as shown in Table 1.)
- After the PEVC attends the face-to-face training, mentor must contact the contact with PEVC to debrief and reinforce key points
- Mentor must review the F2F training results and provide feedback to CETAA.

4. Soon after new PEVCs have been approved, the PEV Coordinator will determine Mentor/Mentee assignments. When that list is finalized, the Mentors have a number of possible activities to complete prior to PEV training and beyond.

<table>
<thead>
<tr>
<th>Training Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Work Due</strong></td>
</tr>
<tr>
<td>April 1st Week</td>
</tr>
<tr>
<td>April 3rd Week</td>
</tr>
<tr>
<td>May 2nd Week</td>
</tr>
</tbody>
</table>

There are three possible scenarios for the Mentor. The action and activities for each scenario are as follows:

1. **Current Mentor/Experienced PEV**
   
   If the Mentor and PEV have been assigned for the past year, no action is required on the part of the Mentor. If desired, the Mentor may elect to confirm the on-going relationship with the Mentee via an informal email.

2. **New Mentor/Experienced PEV**
   
   If the Mentee was previously assigned a different Mentor, it is important that the Mentee be contacted to inform them of the change. There is a letter available for the Mentor’s use to identify them as the new Mentor. The letter may also describe any changes in additional training that may be required for the Mentee for the coming year (ABET re-training, CETAA required reviews, etc.).

3. **Mentor/New PEVC**
The Mentor assigned to a new PEVC should send, via email, the welcome letter to the PEVC which identifies the expected training, training dates, and the identity of the Mentor. Once the PEVC attends the face-to-face training, the Mentor should log into the ABET site to review the PEVC’s work and exit reviews. Any points that may require review/questions should be followed by the Mentor with the new PEVC. The Mentor should send an email to the CETAA Chair with a recommendation to accept or reject the new PEVC. If the recommendation is to reject the PEVC, the Mentor must review the rationale for that recommendation with the CETAA Chair, and the PEV Coordinator before the PEV candidate is informed. The results of the review may be to accept the candidate, with added support provided by the Mentor.

If the new PEVC is accepted, when they are assigned a visit, the PEV Assignment Coordinator will notify the Mentor of the assignment. The Mentor should then email the PEV a letter of congratulations which also notes that the PEV should now direct any questions to their assigned Team Chair until the visit is completed. After the visit, the Mentor will again become the contact person.

The process (shown below) is maintained by the Chair of the CETAA who are responsible for its ongoing implementation.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Dates</th>
<th>By Who</th>
<th>Mentor Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for becoming an IEEE ETAC Program Evaluator</td>
<td>Mid November of each year</td>
<td>IEEE Accreditation Administrator</td>
<td>N/A</td>
</tr>
<tr>
<td>Selection of New PEVCs</td>
<td>January CETAA Meeting</td>
<td>IEEE CETAA members</td>
<td>N/A</td>
</tr>
<tr>
<td>Mentor assignments</td>
<td>End of January</td>
<td>PEV Coordinator</td>
<td></td>
</tr>
<tr>
<td>Approval of New PEVCs</td>
<td>February</td>
<td>IEEE APC</td>
<td></td>
</tr>
<tr>
<td>PEV Notification</td>
<td>February</td>
<td>IEEE Accreditation Administrator</td>
<td></td>
</tr>
<tr>
<td>MENTORS get familiar with on-line training modules and Pre-Work for ABET training</td>
<td>February</td>
<td></td>
<td>Mentors must complete yearly training sessions</td>
</tr>
<tr>
<td>Welcome letters sent to PEVCs by Mentors</td>
<td>February / As soon as mentor assignments are given and PEVCs are approved by the EAB</td>
<td>Mentor</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Reminding new PEVCs to attend training sessions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Reminding new PEVCs to take on-line refresher training for program specific criteria (<a href="http://pev.ieee.org/">http://pev.ieee.org/</a>)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Reminding existing PEVs of the on-line refresher training courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Let the PEVs know that until they are assigned a visit, they should contact their mentor for any questions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Once they are assigned a visit, team chair should be contacted for any questions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• NEW_PEV_wTC2K_Training_WelcomeLetter_May2010.docx</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• NEW_PEV_w/oTC2K_Training_WelcomeLetter_May2010.docx</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Follow-up</th>
<th>March</th>
<th>Mentor</th>
</tr>
</thead>
<tbody>
<tr>
<td>New PEVCs: Pre-work for ABET training module results sent to mentoring committee chair</td>
<td>As soon as new PEVC completes the pre-work</td>
<td>ABET office</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Follow-up with a phone call</td>
</tr>
<tr>
<td>Actions</td>
<td>Dates</td>
<td>By Who</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>New PEVCs: Register for the F2F Training</td>
<td>PEVC</td>
<td></td>
</tr>
<tr>
<td>New PEVCs: Attend F2F Training</td>
<td>PEVC</td>
<td></td>
</tr>
<tr>
<td>New PEVCs: Facilitator Evaluation of new PEVCs sent to PEV Coordinator</td>
<td>As soon as new PEVC completes the face-to-face modules</td>
<td>ABET office</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Both the pre-work and face-to-face assessment results sent to mentors</td>
<td>As soon as received by ABET</td>
<td>Education Subcommittee Chair and PEV Coordinator</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actions</td>
<td>Dates</td>
<td>By Who</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>New PEVCs:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assesment on the new online-training materials</td>
<td>After the completion of the online-training</td>
<td>CETAA Training Coordinator</td>
</tr>
<tr>
<td>Distribute the online-training assessment results of the new PEVCs to the mentors</td>
<td>When received by the training coordinator</td>
<td>Education Subcommittee Chair</td>
</tr>
<tr>
<td>Actions</td>
<td>Dates</td>
<td>By Who</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Visit assignments to PEVs</td>
<td>June-Aug</td>
<td>Assignment Coordinator</td>
</tr>
<tr>
<td>Visit assignments sent to mentors and copied to mentoring chair</td>
<td>June-Aug</td>
<td>Assignment Coordinator</td>
</tr>
<tr>
<td>Letter to PEVs</td>
<td>June-Aug / As soon as mentors are copied the given assignments</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PEV attends campus visit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TC and other evaluations sent to mentoring chair</td>
<td>As soon as available by the ABET office</td>
<td></td>
</tr>
<tr>
<td>Compile the summary of PEV evaluations</td>
<td>CETAA January meeting</td>
<td>Education Subcommittee Chair</td>
</tr>
<tr>
<td>TC and other evaluations sent to mentors</td>
<td>After CETAA January meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
If it is needed, then mentor will contact the assignment coordinator.
<table>
<thead>
<tr>
<th>Date</th>
<th>Editor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/13/2015</td>
<td>Cliver, Burns, Warren</td>
<td>Removed Section 12: Continuous Improvement Matrix (CIM). The CIM is now a separate Excel document. Transferred Mentor Subcommittee to Education Subcommittee and Assignment Coordinator. Added this table to the Table of Contents. Added additional term option for exceptional PEVs in Program Evaluator Selection Process section. Removed reference to actual assignment coordinator in Program Evaluator Selection Process section. Changed Education Subcommittee from section 11 to section 6 to fill in missing section created by loss of Mentor Subcommittee. Mentor Subcommittee dismissed; Mentoring converted to process and put in section 11 with other processes. Added to Mentoring responsibility to inform Program Evaluators of ETAC interpretations of some of the ABET Criteria and guide the Program Evaluator to that information.</td>
</tr>
<tr>
<td>1/27/2013</td>
<td>Sharer, Reed, Salim</td>
<td>Provided reference to current CETAA charter. Ensured all revisions from TAC to ETAC. Incorporated CIM matrix into CETAA Ops Manual. Separated Goal/Metric into Metric and Target for ease of alignment with Action Register.</td>
</tr>
<tr>
<td>12/10/2008</td>
<td>Richard Cliver</td>
<td>Changed function name for item 5 from &quot;Train PEVs. (D*)&quot; to &quot;Education of PEVs. (D*)&quot; to be compatible with the sub-committee name.</td>
</tr>
<tr>
<td>6/23/2008</td>
<td>Richard Cliver</td>
<td>Added &quot;Revision History&quot; page.</td>
</tr>
<tr>
<td>6/23/2008</td>
<td>Richard Cliver</td>
<td>Merged first and third objectives into one (now first). The first covered review of qualifications, the second covered the ability of PEVs to obtain the qualifications.</td>
</tr>
<tr>
<td>6/23/2008</td>
<td>Richard Cliver</td>
<td>Changed third objective to more closely reflect the selection of PEVs. Added &quot;The average PEV &quot;competency&quot; ratings shall equal or exceed 3.5/5.0.&quot;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>#5 Scott Dunning will work on.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>#8 Goal changed from 4 to 3 and moved to #7. Consider removing improving year to year with AJ (Ece). Removed Assignment Coordinator, Education Coordinator.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Check the numbers that referenced in the first column to the actual document.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>#10 needs work. Dave will work with the committee.</td>
</tr>
<tr>
<td>6/21/2008</td>
<td></td>
<td>Merged &quot;agenda_attach16d_ctaa_process_map.doc&quot; and &quot;agenda_attach16e_proc_stewards.doc&quot;</td>
</tr>
</tbody>
</table>