

**EPIC Meeting**  
January 26, 2001  
12 noon - 1 PM

Minutes

Members Present: Ron Barr, Phil Schmidt, Jerry Jones, Ram Manthiram, Valerie Tardif,  
Billy Wood

1. David Dart was present and discussed his efforts to create a web site for ME Departmental committees, including a link to EPIC. This will be happening over the next several weeks. Barr mentioned designing a logo for EPIC.
2. The committee discussed the ABET Syllabus initiative and Barr mentioned that the response from faculty thus far has not been stellar. Schmidt said that students are more interested in seeing a schedule of homework due dates, test dates, etc. and that the ABET style of syllabus did not meet those expectations. Tardif offered her syllabus for review and suggested that there should be two parts: A **Class** schedule part and a general **Course** part. Dart mentioned that a web form could be used for faculty to easily fill in the ABET parts of the syllabus. The committee agreed to continue to encourage people to take their course syllabi seriously and to place them on the EPIC website, so that we have a central source for presenting our curriculum to our constituencies and external viewers.
3. Barr had earlier reviewed Dean Armstrong's document called "Pathways to ABET EC2000"-version 4. Barr condensed the document to a list of "to-do" items. There was no time for discussion, so Barr will send it electronically through email. This will form the basis for prioritizing our committee activities in the future months.
4. Schmidt mentioned that PROCEED will compile the data from the faculty retreat and that EPIC will map it to the ABET "a through k" Outcomes, including potential unique outcomes our Department strives to obtain.
5. There was no time to discuss the following items, but Barr believes these four are our main committee charge.
  - a. Develop Educational Objectives
  - b. Develop Evaluation Plan
  - c. Develop Program Outcomes
  - d. Develop Assessment Process
6. Meeting adjourned at 1 PM.

Next meeting: The committee will meet in one month. One possibility is Friday, February 23, 12 noon - 12:50 PM.