

CSAB Committee Descriptions



..... Member Societies.....

A description of the CSAB Committee Structure, as well as the mission of the standing and special committees.



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CSAB Committee Descriptions

Committee Ground Rules

Each standing committee should be chaired by a member of the Board, and most should have representation from the member societies. The committee chairs and members normally come from member societies. Committee Chairs are appointed by the CSAB President and confirmed by the Board. Committee members may be added by the committee Chairs, as needed, subject to approval by the CSAB President and confirmation from the Board. Each CSAB Director and Alternate Director, except the President, will serve on at least one of the standing committees. The President will be an ex-officio member on all committees.

Terms of office are normally for two years. Committee members may be reappointed by the CSAB President and the Committee Chairs as needed, preferably in staggered terms of office to encourage continuity and the introduction of new members. A member or Chair will serve no more than three consecutive two-year terms.

CSAB Executive Committee

The CSAB Executive Committee shall consist of the current CSAB officers, the Past President of CSAB, the Executive Director of CSAB, one at-large member elected from the membership of the CSAB Board, and the most senior CSAB appointed ABET Director. The CSAB Executive Committee shall:

- examine and formulate matters for consideration by the CSAB Board and its Committees.
- recommend the annual budget for Board approval.
- prepare suitable supporting material for new programs requiring additional financial support from the member organizations.
- develop and maintain a financial model for CSAB, looking for innovative ways to improve income and control costs.
- work with ABET and the CSAB member societies, as appropriate.
- develop plans to enhance relationships with all constituencies.
- evaluate and make recommendations to the CSAB Board on the admission of new members or the establishment of special relationships in the industrial or public sectors.
- recommend possible roles for CSAB in areas outside of direct accreditation and in areas not covered currently, such as associate and master's degrees, for-profit institutions, K-12 programs. Also, evaluate organizational involvement in parallel services internationally and providing consulting services to institutions.
- choose new ABET Directors for CSAB as the need arises.
- develop and maintain:
 - a vision statement
 - a mission statement
 - measurable objectives
 - an assessment plan including processes for

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- collecting assessment data on a regular basis
- evaluating the data
- documenting the data
- distributing it to those who need to use it
- monitoring its use toward continuous improvement

ABET Board Representative Nominations Committee

The ABET Board Representative Nominations Committee shall consist of the CSAB Executive Committee and the current CSAB representatives to the ABET Board of Directors. The senior ABET Board member shall be the Chairperson.

The ABET Board Representative Nominations Committee will:

The committee will solicit and consider candidates to be CSAB's ABET Board representatives and make nomination recommendations to the CSAB Board.

Admissions Committee

This committee shall:

- determine the number of representatives to the CSAB Board for each member society, based on their membership count of professional and student members.
- review every five years the allocation for representation by CSAB member societies to its Board.
- administer the admission procedure for member organizations and associate member organizations of CSAB.

Applications for admission as a member organization shall be referred to the Admissions Committee for a report to the Board of Directors. The report shall include analysis of all information about the applicant including, but not limited to, how the potential member organization meets the qualifications as stated in the Constitution:

- a. The manner in which the stated objectives or purposes of the potential member organization can be reasonably expected to contribute effectively to the purposes of CASB.
- b. The manner in which the on-going programs of the potential member organization can be reasonably expected to supplement or strengthen the programs of CSAB.
- c. The number of grades of membership, the stated qualifications for membership in each grade, and the total membership in each grade of the potential member organization. The relationship between the professional qualifications of the members of the potential member organization and the accredited programs in computing.
- d. The degree to which the total membership of the potential member organization may be considered representative of a segment of the computing professions or related professions.

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- e. The extent to which the potential member organization is actively engaged in the dissemination of technical knowledge.
- f. The demonstration of the capability of the members of the potential member organization to participate in the accreditation process.
- g. The number, name, and location of degree programs for which the potential member organization appropriately might have sole or major shared responsibility for representation on accreditation matters.
- h. The number of voting members.
- i. The ability of the potential member organization to meet the financial obligations of membership.

Assignment Committee

This committee shall:

- assign Program Evaluators to visits.
- ensure Program Evaluators keep biographical data base information up to date.

Awards and Recognition

This committee will be responsible for developing an ongoing process to recognize those who have provided exceptional service to computing education and accreditation. With the board's approval, this committee will:

- recommend candidates for CSAB Fellow Awards.
- develop other forms of recognition and honor as appropriate, and it will establish guidelines and a selection process.
- recommend the form of each type of recognition, honor, and award, and it will determine appropriate times and venues for recognizing those being recognized.

The present Awards and Recognition Committee consists of:

Fellows Committee

Recurring Awards Committee.

- ✓ CSAB Certificate of Appreciation
Creditable service to any CSAB activity or program
- ✓ Continuing Program Evaluator
Ongoing service as a program evaluator to programs for which CSAB has lead society responsibility.
- ✓ Outstanding Contribution Award
An achievement of major value and significance to CSAB
- ✓ Distinguished Service Award
Long and distinguished service to CSAB at a level of dedication and achievement rarely demonstrated.

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Constituency Relations Committee

This committee shall consist of one Board representative from each member society, the CSAB Executive Director, and the web master. The CSAB Chairperson shall be appointed by the CSAB President. It shall:

- Recruitment and Selection
 - recruit Program Evaluator candidates.
 - evaluate Program Evaluator applications.
 - select qualified candidates from the recruited PEVs.
 - get Board approval of selected candidates.
- work with constituent societies to recruit additional institutions to submit programs for accreditation.
- develop good relationships with industry and inform them about accreditation and its value to them.
- maintain contact via virtual community tools, with Program Evaluators and commissioners to inform them of CSAB activities and remind them of their roles and relationships with ABET, its Commissions, the constituent societies and CSAB.

Criteria Committee

The Criteria Committee should be chaired by a member of the Board, if available. The Criteria Committee shall:

- in conjunction with appropriate societies, develop and maintain program criteria, and submit to the CSAB Board for approval.
- coordinate with the appropriate ABET commissions' criteria committees.
- interact with CSAB's ABET Directors to facilitate approval for criteria proposals.
- provide interpretations of relevant criteria.
- coordinate CSAB feedback on general criteria.

Nominations Committee

The Nominations Committee shall consist of the CSAB Past President and one representative member appointed by each of the CSAB member societies. The CSAB Past President shall be the Chairperson.

The Nominations Committee will:

- nominate a slate of officers for CSAB.
- suggest, to the CSAB Board, candidates to the ABET Board and to other ABET committees, when requested.
- assist the member societies in identifying qualified candidates for the appointments and/or reappointments of CSAB Representative Directors or Alternate Representative Directors. Provide feedback and guidance to the societies on particular CSAB expertise needs and the performance of their respective Representative Directors and Alternate Representative Directors.

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- work with the CSAB President and committee chairs to identify potential leaders and members of the standing and ad hoc committees, as requested.

Training and Mentoring Committee

This committee should be chaired by a member of the Board, if available. It shall:

- work with all stakeholders, including the CSAB Constituency Relations Committee, to encourage participation.
- plan, schedule, and coordinate training activities.
- Assign mentors to new program evaluators
- recruit, assign, and evaluate trainers.
- cooperate with ABET staff and societies.
- get feedback from Program Evaluators, Team Chairs and appropriate ABET Commission committees regarding training effectiveness, and use this information to improve training.
- develop training materials.
- create and disseminate training updates for current Program Evaluators, and coordinate with the CAC training points of contact.
- solicit and evaluate innovative ideas for improving the quality and reducing the cost of training.

Quality Assurance Committee

This committee shall:

- evaluate Program Evaluators, working with the appropriate commission
- solicit feedback from Program Evaluators (post-visit) regarding improvements to criteria and training.
- provide the Training Committee with focus areas for training improvements.
- identify ambiguities in reports, training and criteria and pass them along, as appropriate.
- work with other societies to improve evaluation tools.
- develop a slate of commission nominees. Following CSAB-EC approval, the list of nominees will be sent to ABET for transmission to the appropriate commission.