

2011 Tuning Oversight Council for Engineering and Science Tuning and Course Alignment Project Timeline

Texas Tuning and Fine-Tuning Timeline (Grant Year 2)	
<i>December 2010</i>	<p>THECB staff begins work on organizing the 2011 Tuning Oversight Council for Engineering and Science (2011 TOCES) and the respective 2011 Tuning committees for chemistry, chemical engineering, biology, and biomedical engineering. THECB staff reviews university program inventories and community college course inventories.</p> <ul style="list-style-type: none"> • THECB staff makes plans to invite all universities offering a bachelor's degree program in Chemical Engineering or Biomedical Engineering, a sample of universities offering a bachelor's degree program in Biology, and a sample of universities offering a bachelor's degree program in Chemistry, to nominate a faculty representative(s) for each of the following 2011 Tuning committees: Tuning Committee for Chemistry, Tuning Committee for Chemical Engineering, Tuning Committee for Biology, and Tuning Committee for Biomedical Engineering. • THECB staff makes plans to invite a sample of community colleges/districts that offer courses in chemistry or biology, and community colleges/districts that offer courses leading to transfer into bachelor's degree programs in Chemical Engineering or Biomedical Engineering at four-year institutions, to nominate a faculty representative(s) for each of the following 2011 Tuning committees: Tuning Committee for Chemistry, Tuning Committee for Chemical Engineering, Tuning Committee for Biology, and Tuning Committee for Biomedical Engineering.
<i>January 2011</i>	THECB staff purchases distance meeting webcams for 2011 TOCES members for distribution at the February 25, 2011 meeting to those who need them.
<i>January 5, 2011</i>	THECB staff begins sending formal invitations to institutions requesting nominations for the 2011 Tuning Oversight Council for Engineering and Science.
<i>January 11, 2011</i>	<i>Date Regular Session of the Texas 82nd Legislature begins.</i>
<i>January 24, 2011</i>	<p>Official due date for nominations for members of the 2011 TOCES. (Note: Nominations continue to be accepted after this date.)</p> <p>THECB staff review initial nominations for the 2011 TOCES and begin determining committee membership for 2011 Tuning committees for chemistry, chemical engineering, biology, and biomedical engineering.</p> <p>THECB staff invites representative universities of the 2011 TOCES to recommend a student representative for each discipline-specific committee of the 2011 TOCES.</p>
<i>January 27, 2011</i>	<i>Date Coordinating Board's Quarterly Meeting is held at the Coordinating Board offices in Austin.</i>
<i>February 2011</i>	Texas Legislature begins legislative committee hearings.
<i>February 3, 2011</i>	<p>THECB staff invites selected nominees to initial meeting of the 2011 TOCES on February 25, 2011.</p> <p>THECB staff reviews student nominations for the 2011 TOCES and invites selected student nominees to 2011 TOCES meeting on February 25, 2011.</p>

<p><i>February 25, 2011</i></p>	<p>Date of initial meeting of the 2011 Tuning Oversight Council for Engineering and Science held in Austin at the Wyndham Garden Hotel.</p> <p>Initial organizational meetings of the Tuning Committee for Chemistry, Tuning Committee for Chemical Engineering, Tuning Committee for Biology, and Tuning Committee for Biomedical Engineering held in Austin at the Wyndham Garden Hotel.</p> <p>THECB staff liaisons are introduced to the 2011 TOCES and 2011 Tuning committees.</p> <p>Nominations and elections are held for the chairs and co-chairs of the 2011 TOCES and the chairs and co-chairs of the 2011 Tuning committees for chemistry, chemical engineering, biology, and biomedical engineering.</p> <p>THECB staff provides distance meeting webcams to 2011 TOCES members who need them.</p> <p>THECB staff provides Microsoft LiveMeeting software training materials and SharePoint information to all 2011 TOCES members.</p> <p>THECB staff provides information to and solicits input from 2011 TOCES members regarding general competency surveys for faculty, employers, recent graduates, and current students.</p> <p>IRB processes for distributing online surveys to current faculty and students are discussed; courses/class sessions targeted for survey link distribution are determined.</p> <p>IRB templates are distributed to each 2011 TOCES member.</p> <p>Arrangements for the March, April, and May virtual meetings of the 2011 Tuning committees for chemistry, chemical engineering, biology, and biomedical engineering are made.</p>
<p><i>March 2011</i></p>	<p>Legislative committee hearings are ongoing.</p> <p>THECB staff conducts training sessions for Microsoft LiveMeeting with all 2011 TOCES members.</p> <p>With the assistance of THECB staff as needed, the chairs and co-chairs of the 2011 Tuning committees for chemistry, chemical engineering, biology, and biomedical engineering arrange and hold their respective virtual meetings. Members are encouraged to compile ABET and program approval reports and other pertinent documents regarding their discipline in preparation for agreement on common program-level outcomes.</p> <p>THECB staff solicits final approval from the THECB Data Collection Committee regarding general competency surveys for faculty, employers, recent graduates, and current students of chemistry, chemical engineering, biology, and biomedical engineering.</p> <p>THECB staff finalizes general competency surveys for faculty, employers, recent graduates, and current students of chemistry, chemical engineering, biology, and biomedical engineering.</p>
<p><i>April 2011</i></p>	<p>Legislative committee hearings are ongoing.</p> <p>With the assistance of THECB staff as needed, the chairs and co-chairs of the 2011 Tuning committees for chemistry, chemical engineering, biology, and biomedical engineering arrange and hold their respective virtual meetings. (Note: Due to budget limitations, face-to-face meetings with committee members need to be pre-arranged with the project coordinator.)</p>
<p><i>April 28, 2011</i></p>	<p><i>Date of Coordinating Board's Quarterly Board Meeting.</i></p>

<p><i>May 2011</i></p>	<p>Legislative committee hearings are ongoing.</p> <p>With the assistance of THECB staff as needed, the chairs and co-chairs of the 2011 Tuning committees for chemistry, chemical engineering, biology, and biomedical engineering arrange and hold their respective virtual meetings. (Note: Due to budget limitations, face-to-face meetings with committee members need to be pre-arranged with the project coordinator.)</p> <p>With the assistance of 2011 Tuning committees' chairs, co-chairs, and members, THECB staff distributes General Competency Surveys electronically to <u>faculty</u> of chemistry, chemical engineering, biology, and biomedical engineering.</p> <p>With the assistance of 2011 Tuning committees' chairs, co-chairs, and members, THECB staff distributes General Competency Surveys electronically to <u>employers</u> of chemistry, chemical engineering, biology, and biomedical engineering graduates.</p> <p>With the assistance of 2011 Tuning committees' chairs and co-chairs, institutional alumni associations, and institutional colleges/schools of engineering and science, THECB staff distributes General Competency Surveys electronically to <u>recent baccalaureate graduates</u> of chemistry, chemical engineering, biology, and biomedical engineering programs.</p> <p>With the assistance of 2011 Tuning committees' chairs and co-chairs, THECB staff distributes General Competency Surveys electronically to <u>students</u> of chemistry, chemical engineering, biology, and biomedical engineering programs.</p>
<p><i>May 30, 2011</i></p>	<p><i>Date Regular Session of the Texas 82nd Legislature ends.</i></p>
<p><i>June 10, 2011</i></p>	<p>Tentative date of second meeting of the 2011 TOCES, held at the Wyndham Garden Hotel in Austin.</p> <p>Tentative date of second meetings of the four discipline-specific 2011 Tuning committees – biomedical and chemical engineering, biology, and chemistry – held at the Wyndham Garden Hotel in Austin.</p> <p>At the end of the Council meeting, chair and co-chair of each discipline-specific committee “report out” regarding the progress the committee has made to date on determining the assessable program-level outcomes for their discipline. (Note: These outcomes will also be used to inform transfer-level outcomes (i.e., “transfer readiness”) to university programs from community colleges.)</p>
<p><i>June 19, 2011</i></p>	<p><i>Last date Governor Rick Perry can sign or veto legislation.</i></p>
<p><i>July 2011</i></p>	<p>With the assistance of THECB staff as needed, the chairs and co-chairs of the 2011 Tuning committees for chemistry, chemical engineering, biology, and biomedical engineering arrange and hold their respective virtual meetings. (Note: Due to budget limitations, face-to-face meetings with committee members need to be pre-arranged with the project coordinator.)</p> <p>General competency surveys completed and returned by faculty, employers, recent graduates, and students by early July are analyzed, and summary results are compiled for 2011 TOCES members.</p>
<p><i>July 28, 2011</i></p>	<p><i>Date Coordinating Board's Quarterly Board Meeting is held at the Coordinating Board offices in Austin.</i></p>

August 2011	With the assistance of THECB staff as needed, the chairs and co-chairs of the 2011 Tuning committees for chemistry, chemical engineering, biology, and biomedical engineering arrange and hold their respective virtual meetings. Final drafts of the four discipline-specific, program-level outcomes are discussed and edited. (Note: Due to budget limitations, face-to-face meetings with committee members need to be pre-arranged with the project coordinator.)
September 16, 2011	Tentative date of third meeting of the 2011 TOCES, held at the Wyndham Garden Hotel in Austin. Tentative date of third meetings of the four discipline-specific 2011 Tuning committees – biomedical and chemical engineering, biology, and chemistry – held at the Wyndham Garden Hotel in Austin. Survey results from faculty, employers, recent graduates, and current students are made available to 2011 TOCES members. Final drafts of the four discipline-specific, program-level outcomes are discussed and edited.
October 2011	With the assistance of THECB staff as needed, the chairs and co-chairs of the 2011 Tuning committees for chemistry, chemical engineering, biology, and biomedical engineering arrange and hold their respective virtual meetings. 2011 Tuning committees begin work on course descriptions and course-level learning objectives for lower-division courses that will be recommended as part of the discipline-specific transfer compacts. (Note: Due to budget limitations, face-to-face meetings with committee members need to be pre-arranged with the project coordinator.)
October 27, 2011	<i>Date Coordinating Board's Quarterly Board Meeting is held at the Coordinating Board offices in Austin.</i>
November 2011	With the assistance of THECB staff as needed, the chairs and co-chairs of the 2011 Tuning committees for chemistry, chemical engineering, biology, and biomedical engineering arrange and hold their respective virtual meetings. (Note: Due to budget limitations, face-to-face meetings with committee members need to be pre-arranged with the project coordinator.) Academic Course Guide Manual Committee (ACGM) considers course descriptions and learning objectives the course descriptions and course-level learning objectives for courses that have been recommended by the 2010 TOCE to be part of the mechanical, industrial, electrical, and civil engineering transfer compacts.
November 3-4, 2011	<i>(2011 Texas Higher Education Leadership Conference/Annual State of Higher Education Luncheon and Star Awards Ceremony.)</i>
December 2011	With the assistance of THECB staff as needed, the chairs and co-chairs of the 2011 Tuning committees for chemistry, chemical engineering, biology, and biomedical engineering arrange and hold their respective virtual meetings. Final drafts of the four discipline-specific, program-level outcomes are discussed and edited. 2011 Tuning committees continue work on course descriptions and course-level learning objectives for lower-division courses that will be recommended as part of the discipline-specific transfer compacts. (Note: Due to budget limitations, face-to-face meetings with committee members need to be pre-arranged with the project coordinator.)

<p><i>January 6, 2012</i></p>	<p>Tentative date of fourth meeting of the 2011 TOCES, held at the Wyndham Garden Hotel in Austin.</p> <p>Tentative date of fourth meetings of the four discipline-specific 2011 Tuning committees – biomedical and chemical engineering, biology, and chemistry – held at the Wyndham Garden Hotel in Austin. 2011 Tuning committees finalize work on the four discipline-specific, program-level outcomes.</p>
<p><i>February 2012</i></p>	<p>With the assistance of THECB staff as needed, the chairs and co-chairs of the 2011 Tuning committees for chemistry, chemical engineering, biology, and biomedical engineering arrange and hold their respective virtual meetings. (Note: Due to budget limitations, face-to-face meetings with committee members need to be pre-arranged with the project coordinator.)</p> <p>With the assistance of the 2011 TOCES chair and co-chair, discipline-specific 2011 Tuning committee chairs and co-chairs, university engineering/science deans, and community colleges engineering/science department chairs, THECB distributes electronically to faculty across Texas for feedback during a 30-day comment period the final drafts of the four discipline-specific program-level outcomes.</p>
<p><i>March 2012</i></p>	<p>With the assistance of THECB staff as needed, the chairs and co-chairs of the 2011 Tuning committees for chemistry, chemical engineering, biology, and biomedical engineering arrange and hold their respective virtual meetings. (Note: Due to budget limitations, face-to-face meetings with committee members need to be pre-arranged with the project coordinator.)</p>
<p><i>April 2012</i></p>	<p>Date of fifth meeting of the 2011 Tuning Oversight Council for Engineering and Science, held at the Wyndham Garden Hotel in Austin.</p> <p>Date of fifth meetings of the four discipline-specific 2011 Tuning committees – biomedical and chemical engineering, biology, and chemistry – held at the Wyndham Garden Hotel in Austin.</p> <p>2011 Tuning committees finalize work on the assessable program-level outcomes for their discipline.</p> <p>2011 Tuning committees finalize work on course descriptions and course-level learning objectives for lower-division courses that will be recommended as part of the discipline-specific transfer compacts.</p>
<p><i>May 2012</i></p>	<p>With the assistance of chair and co-chair of the Academic Course Guide Manual (ACGM) Committee, THECB staff posts for public comment (30 days) the course descriptions and course-level learning objectives for courses that that have been recommended by the 2011 TOCES to be part of the chemistry, chemical engineering, biology, and biomedical engineering transfer compacts.</p>