Tuning Texas Timeline

	June 2010	July 2010	August 2010	September 2010	October 2010	November 2010	December 2010	January 2011	February 2011
Surveying Tasks									
Employer Surveys	General Competences survey instrument will be finalized, approved, and prepared for electronic distribution by committee members.	Distributed electronically by committee members to their Engineering Advisory Boards	Preliminary results to committees.		Final results to committees.				
Alumni Surveys		Distributed by Tuning participants to recent graduates.	Preliminary results to committees.		Final results to committees.				
Student Surveys	Prepared for hard-copy distribution in classes.		Deans initiate IRB processes on campuses (templates provided).	Committee members distribute to classes.	Survey results to committees.				
Faculty Surveys (Disciplinary Specific)						Draft of discipline-specific program outcomes are distributed to faculty statewide.	Thirty-day faculty comment ends for Program Level Outcomes.		
Discipline Groups' Milestones									
Identification of Program Level Outcomes		Begin online meetings to discuss and agree on outcomes.	Discussion and "Tuning" process continued.	Drafts of Program Level Outcomes discussed and edited.	Incorporate final survey results into final drafts of Program Level Outcomes	Thirty-day comment for Program Level Outcomes.	Outcomes "tweaked" to incorporate feedback from faculty surveys.	**Final Program Level Outcomes due for January adoption by Council.**	
Identification of Course Level Learning Objectives					Course level work by committee begins while the faculty survey is being distributed statewide and data analyzed.			Final draft of course level learning objectives adopted for comment.	Thirty-day comment period for final course level learning objectives.
Organizational Support									
Tuning Council meeting face-to-face		**July 30 meeting:** Preliminary survey results. IRB processes discussed.			**October meeting:** Drafts of Program Level Outcomes adopted for statewide faculty comment.			**January meeting:** Final draft of Course Level Learning Outcomes adopted for comment period. Fnal Program Level Outcomes approved.	
Coordinating Board Staff	Tuning Texas website completed.	Contracts executed for scanning and data analysis.	Provide support/ preliminary survey results to committees.		Provide support/ final survey results to committees.	Selection of representatives to Tune History, Chemical Engineering, and Biomedical/Medical Engineering begins in November, concludes by January.			**First meetings for three new Tuning disciplines.**

Attachment A

Texas Higher Education Coordinating Board
(Tuning/Fine-Tuning Timeline and Regional Meeting Dates)

Texas Tuning and Fine-Tuning Timeline (Year 1)	
December 3-4, 2009	THECB staff (Nina Wright and Kevin Lemoine) and institutional representative (Jim Nelson) attend meeting of Lumina Tuning grantees, in Washington, D.C., to learn about the Tuning process.
January 2010 – February 2010	THECB and Lumina staff/consultants work together to determine invitees for Tuning Texas Meetings. THECB and Lumina staff/consultants work together to make necessary preparations for Tuning Texas Meetings – contract with hotel finalized, meeting arrangements finalized, agendas finalized, materials printed, meeting invitations sent, etc.
February 18, 2010	Closing date for applications to THECB for Lumina-funded Administrative Assistant position. THECB staff begins application review process.
February 25, 2010	Date of the Tuning Texas Meeting for Business Leaders held at the Sheraton Hotel in Austin.
February 25, 2010	Date of the Tuning Texas Meeting for Chancellors and Presidents held at the Sheraton Hotel in Austin.
February 26, 2010	Date of the Tuning Texas Meeting for Engineering Deans and Department Chairs held at the Sheraton Hotel in Austin.
March 2010	THECB staff begins work of organizing the Tuning Oversight Council for Engineering and respective tuning committees for mechanical, industrial, electrical, and civil engineering. • THECB staff reviews university program inventories and community college course inventories. • THECB staff invites all universities offering a bachelor's degree program in mechanical, industrial, electrical, or civil engineering, and all community colleges/districts that either offer introductory engineering courses and/or participate in the Voluntary Mechanical Engineering Transfer Compact, to nominate a faculty representative(s) for the Tuning Oversight Council for Engineering (TOCE).
March 4, 2010	Closing date for applications to THECB for Lumina-funded Program Specialist position. THECB staff begins application review process.
March 26, 2010	Official due date for nominations for members of the TOCE. (Note: Late nominations accepted after this date.)

March 29, 2010	Academic Course Guide Manual (ACGM) Committee adopts learning objectives for courses in the Voluntary Mechanical Engineering Transfer Compact. (Note: ACGM Committee adopted course descriptions in November 2009.)
March 30-31, 2010	THECB staff (Mary Smith) and evaluation consultant (Gary Hanson) attend SPEC evaluation meeting, in Detroit, to learn about evaluation processes.
April 2010	THECB staff completes Phase I of ACGM online searchable database. THECB staff begins Phase II of ACGM online searchable database. THECB staff schedules interviews with finalists for Administrative Assistant and Program Specialist positions. THECB staff reviews nominations for the TOCE. THECB staff invites selected nominees to initial meeting on April 20.
April 20, 2010	Date of Tuning Texas Meeting for Engineering Faculty and Initial Organizational Meeting of the TOCE held at the Coordinating Board offices in Austin. Date of initial organizational meetings of the four discipline-specific engineering committees – mechanical, civil, industrial, electrical – held at the Coordinating Board offices in Austin.
May 3	Lumina-funded THECB Administrative Assistant (Sarah Rondinelli) begins employment.
May 14	Lumina-funded THECB Program Specialist (Debbie Rodriguez) begins employment.
May 18, 2010	College for All Texans Foundation finalizes contracts with evaluation consultants (Gary Hanson, quantitative evaluator; Charlotte Biggerstaff, qualitative evaluator).
(May 18, 2010)	*(Date of First Regional Higher Education Roundtable – East Texas Region; Tyler.)*
May 21, 2010	Date of Second Meeting of the TOCE held at the Coordinating Board offices in Austin. Date of second meetings of the four discipline-specific engineering committees – mechanical, civil, industrial, electrical – held at the Coordinating Board offices in Austin.
May 26, 2010	Date of Texas Team Meeting with SPEC Associates held at the Coordinating Board offices in Austin.
May 28, 2010	THECB staff conducts an online poll of members of the TOCE regarding members' distance meeting software and hardware equipment needs.
June 2010	THECB staff sends reminder to TOCE members regarding online poll of long-distance meeting software/hardware needs. THECB staff purchases distance meeting webcams for TOCE members who need them. THECB staff ships distance meeting webcams to TOCE members who need them. (Continued on next page)

	THECB staff e-mails Microsoft LiveMeeting Software training materials to all TOCE members. THECB staff solicits final input from TOCE members regarding general competency surveys for employers, recent engineering graduates, and current engineering students. THECB staff solicits final approval from THECB Data Collection Committee regarding general competency surveys for employers, recent engineering graduates, and current engineering students. THECB staff finalizes general competency surveys for employers, recent engineering graduates, and current engineering students. THECB staff, TOCE Chair, TOCE Co-chair, and the Chair and Co-chair of each respective discipline-specific committee work together to arrange the July online meetings of the four discipline-specific engineering committees – mechanical, civil, industrial, electrical. • THECB staff arranges conference calls for THECB staff, TOCE Chair, TOCE Co-chair, and the Chair and Co-chair of each respective discipline-specific committee. • 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 engineering discipline. (Note: These outcomes will also be used to inform transfer-level outcomes (i.e., "transfer readiness") to university programs from community colleges.) • In light of the committee's progress to date, THECB staff, Council Chair and Co-chair, and Committee Chair and Co-chair work together to set clear outcomes and agendas for July online committee meetings. THECB staff complete publically accessible Tuning Website.
(June 7, 2010)	THECB staff (MacGregor Stephenson) attends SPEC Associates' Thought Leaders Meeting in Indianapolis, Indiana.
June 15, 2010	Date progress and fiscal reports due to Lumina.
(June 16, 2010)	*(Date of Second Regional Higher Education Roundtable – West Texas Region; Lubbock.)*
(June 22, 2010)	*(Date of Coordinating Board's Strategic Planning and Policy Committee meeting.) (Note: On agenda is a brief discussion of the preliminary recommendations of the Advisory Committee on Higher Education Cost Efficiencies.)*
July 2010	With the assistance of Council/Committee Chairs and Co-chairs and institutional Engineering Advisory Boards, THECB staff distributes General Competency Surveys electronically to employers of engineering graduates. (Continued on next page)

	With the assistance of Council/Committee Chairs and Co-chairs, institutional Alumni Associations, and institutional Colleges/Schools of Engineering, THECB staff distributes General Competency Surveys electronically to recent engineering graduates. THECB staff arranges contract with appropriate consultant (UT-Austin?) for scanning and statistical analysis of General Competency Surveys of engineering students who will be completing the surveys in class in early fall 2010 using scantron forms. With the assistance of THECB staff as needed, the Chairs and Co-chairs of the four discipline-specific engineering committees – mechanical, civil, industrial, electrical – arrange and hold their respective online meetings. • Members are encouraged to compile ABET reports and other pertinent documents regarding their engineering discipline in preparation for agreement on common program-level outcomes. • Final student nominations solicited from members. THECB staff brief ABET regarding the Tuning Oversight Council for Engineering. • Appropriate ABET representative identified. • Conference call arranged. • Synopsis of what Lumina is funding provided. • Follow-up arranged, including possible invitation of recommended ABET representative to July 30 meeting of TOCE.
(July 8, 2010)	*(Date of Third Regional Higher Education Roundtable – South Texas Region; Harlingen.)*
July 23, 2010	Contracted consultant statistically analyzes general competency surveys completed and returned by employers by this date. Contracted consultant statistically analyzes general competency surveys completed and returned by recent engineering graduates by this date.
July 27, 2010	Preliminary general competency survey results from employers compiled for Council/Committee members. Preliminary general competency survey results from recent engineering graduates compiled for Council/Committee members.
(July 29, 2010)	*(Date of Coordinating Board's Quarterly Board Meeting.) (Note: On agenda are a discussion of the preliminary recommendations of the Advisory Committee on Higher Education Cost Efficiencies and the 2010 Closing the Gaps Progress Report.)*

July 30, 2010 (tentative date)	Tentative date of Third Meeting of the Tuning Oversight Council for Engineering. Tentative date of third face-to-face meetings of the four discipline-specific engineering committees – mechanical, civil, industrial, electrical. • Preliminary survey results from employers made available to Council/Committee members. • Preliminary survey results from recent engineering graduates made available to Council/Committee members. • IRB processes for distributing surveys to current students are discussed; courses/class sessions targeted for in-class survey distribution are determined. • IRB templates distributed to each Council member for distribution to engineering deans. • Arrangements for the August online meetings of the four discipline-specific engineering committees are made.
August 2010	With the assistance of THECB staff as needed, the Chairs and Co-chairs of the four discipline-specific engineering committees – mechanical, civil, industrial, electrical – arrange and hold their respective online meetings. • Discussion of Program Level Outcomes and Tuning processes continued, with each discipline-specific engineering committee using Live Meeting Software. (Note: Face-to-face committee meetings arranged if needed.) • Arrangements for the September online meetings of the four discipline-specific engineering committees are made. THECB staff reviews student nominations for the TOCE. THECB staff invites selected student nominees to TOCE meeting on October X. THECB staff conduct an online poll of student members of the TOCE regarding their distance meeting software and hardware equipment needs and asks student members to communicate with their respective Committee Chair and Co-chair regarding participation in the online meetings in September.
(August 22, 2010)	*(Date of final meeting of the Advisory Committee on Higher Education Cost Efficiencies.)*
(August 25, 2010)	*(Date of Fourth Regional Higher Education Roundtable – Southeast Texas Region; Houston.)*
September 2010	Faculty solicit student input through distributing in hard-copy form general competency surveys to current engineering students in courses/class sessions identified for solicitation of student input. Faculty mail completed scantron forms to THECB staff. THECB staff delivers scantrons to consultant for scanning and statistical analysis. (Continued on next page)

	With the assistance of THECB staff as needed, the Chairs and Co-chairs of the four discipline-specific engineering committees – mechanical, civil, industrial, electrical – arrange and hold their respective online meetings. • Student committee members are introduced if available to participate. • Tuning and Fine-tuning processes continued, with each discipline-specific engineering committee using Live Meeting Software. (Note: Face-to-face committee meetings arranged if needed.) • Drafts of the four discipline-specific, program-level outcomes discussed and edited.
(September 9, 2010) *(tentative date)*	*(Tentative date for Fifth Regional Higher Education Roundtable – Rio Grande Region; El Paso.)*
September 15, 2010	Date progress and fiscal reports due to Lumina.
(September 29, 2010) *(tentative date)*	*(Tentative date for Sixth Regional Higher Education Roundtable – North Texas Region; Dallas.)*
October 2010	Contracted consultant statistically analyzes general competency surveys completed and returned by current engineering students.
October XX, 2010	Date of Fourth Meeting of the Tuning Oversight Council for Engineering. Date of fourth face-to-face meetings of the four discipline-specific engineering committees – mechanical, civil, industrial, electrical. • Student committee members are formally introduced. • Final survey results from employers are made available to Council/Committee members. • Final survey results from recent engineering graduates are made available to Council/Committee members. • Final survey results from current students are made available to Council/Committee members. • Final drafts of the four discipline-specific, program-level outcomes agreed upon. • Committees begin work on course descriptions and course-level learning objectives for courses that will be part of the lower-division curriculum for one or more of the discipline-specific engineering baccalaureate programs. • Arrangements for the November online meetings of the four discipline-specific engineering committees are made.

(October 20, 2010) *(tentative date)*	*(Tentative date for Seventh Regional Higher Education Roundtable – Central Texas Region; San Marcos.)*
(October 28, 2010)	*(Date of Coordinating Board's Quarterly Board Meeting.) (Note: On agenda is a discussion of the final recommendations of the Advisory Committee on Higher Education Cost Efficiencies.)*
November 2010	Tuning and Fine-tuning processes continued, with each discipline-specific engineering committee using Live Meeting Software. (Note: Face-to-face committee meetings arranged if needed.) • Committees continue work on course descriptions and course-level learning objectives for courses that will be part of the lower-division curriculum for one or more of the discipline-specific engineering baccalaureate programs. THECB staff begins work of organizing Tuning committees for the following three programs – History (high-demand program), Chemical Engineering (critical field), and Biomedical/Medical Engineering (critical field). • THECB staff reviews university program inventories and community college course inventories. • THECB staff invites all universities offering a bachelor's degree program in History, Chemical Engineering, or Biomedical/Medical Engineering to nominate a faculty representative(s) for each of the following Tuning committees – Tuning Committee for History, Tuning Committee for Chemical Engineering, and Tuning Committee for Biomedical/Medical Engineering. • THECB staff invites a random sample of community colleges/districts that offer courses in History, and community colleges/districts that offer courses in Chemical Engineering or Biomedical/Medical Engineering, to nominate a faculty representative(s) for each of the following Tuning committees – Tuning Committee for History, Tuning Committee for Chemical Engineering, and Tuning Committee for Biomedical/Medical Engineering.
November 1, 2010	With the assistance of Council/Committee Chairs and Co-chairs, university engineering deans, and community colleges engineering/science department chairs, THECB distributes electronically to engineering faculty across Texas for feedback during 30-day comment period the final drafts of the four discipline-specific program-level outcomes.
(November 8-9, 2010)	*(2010 Texas Higher Education Leadership Conference/Fourth Annual State of Higher Education Luncheon/Tenth Annual Star Awards Ceremony.)*
(November 14-15, 2010)	*(Dates of Lumina National Meeting.)*

November 30, 2010	Nominations due for members of the Tuning Committee for History, Tuning Committee for Chemical Engineering, and Tuning Committee for Biomedical/Medical Engineering.
December 1, 2010	30-day comment period ends regarding discipline-specific, program-level outcomes for mechanical, industrial, electrical, and civil engineering. THECB compiles comments regarding program-level outcomes for Council/Committee members.
December 2010	Tuning and Fine-tuning processes continued, with each discipline-specific engineering committee using Live Meeting Software. (Note: Face-to-face committee meetings arranged if needed.) • Committees continue work on course descriptions and course-level learning objectives for courses that will be part of the lower-division curriculum for one or more of the discipline-specific engineering baccalaureate programs. THECB staff review nominations for the Tuning Committee for History, Tuning Committee for Chemical Engineering, and Tuning Committee for Biomedical/Medical Engineering. Selected nominees are invited to initial meeting on January X, 2011.
(January 11, 2011)	*(Date Texas 82nd Legislative Session begins.)*
January X, 2011	Date of Fifth Meeting of the Tuning Oversight Council for Engineering. Fifth face-to-face meetings of the four discipline-specific engineering committees – mechanical, civil, industrial, electrical. • Final survey results from engineering faculty made available to Council/Committee members. • Final discipline-specific, program-level outcomes agreed upon. • Committees finalize work on course descriptions and course-level learning objectives for courses that will be part of the lower-division curriculum for one or more of the discipline-specific engineering baccalaureate programs.
January X, 2011	THECB staff, faculty, and Tuning team members will provide to Lumina detailed information on the process as it has unfolded in Texas, to assist future Texas Teams and to assist Lumina staff in determining the value of Texas' experience to their Tuning work nationally.
(January 27, 2011)	*(Date of Coordinating Board's Quarterly Board Meeting.)*
January 31, 2011	Date interim fiscal report due to Lumina.

February 2011	With the assistance of Chair and Co-chair of the Academic Course Guide Manual Committee, THEB staff posts for public comment (30 days) the final course descriptions and course-level learning objectives for courses that will be part of the lower-division curriculum for one or more of the discipline-specific engineering baccalaureate programs.
February X, 2011	Date of Tuning Texas Meeting for History, Chemical Engineering, and Biomedical/Medical Engineering faculty. Initial organizational meetings of the Tuning Committee for History, Tuning Committee for Chemical Engineering, and Tuning Committee for Biomedical/Medical Engineering held at the Coordinating Board offices in Austin.
March 2011	Academic Course Guide Manual Committee considers course descriptions and course-level learning objectives for courses identified by the Tuning Oversight Council for Engineering as being part of the lower-division curriculum for one or more of the discipline-specific engineering baccalaureate programs.