# Board Memorandum

To: Members of the Board  
From: Software Engineering & Information Systems Program  
Subject: ABET CAC Pre‑Accreditation Readiness Package  
Date: [Insert Date]

This memorandum accompanies the comprehensive ABET CAC preparation package developed for the Software Engineering & Information Systems Program. The package consolidates governance documentation, assessment plans, Moodle implementation structures, reporting dashboards, risk management tools, and a three‑year accreditation roadmap.

The program has established a structured Student Outcomes assessment system aligned with ABET CAC Criteria 3 and 4. The system includes mastery-level assessment in designated courses, standardized rubrics, automated Moodle competency tracking, multi‑year reporting, and documented continuous improvement procedures.

The enclosed materials demonstrate strategic readiness for an ABET visit targeted for Fall 2029, ensuring sufficient evidence of system maturity and closing-the-loop documentation.

Respectfully submitted,  
Program Leadership Team