



Preparing the Self-Study Report for Applied Science

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Session Deliverables

- Goal
 - To facilitate preparation of the Self-Study by applied science programs preparing for an ABET Readiness Review or an ABET evaluation visit.
- Expected Outcomes
 - Participants will understand:
 - Structure and content of the Self-Study
 - Types of responses expected

Self-Study Fundamentals

- Why generate a Self-Study?
- Who reads the Self-Study?
- What goes in the Self-Study?

Why Generate a Self-Study?

- To improve your program
- Allows you to:
 - Critically assess your practices & operations
 - What are you doing well
 - What needs improvement
 - Measure your program against the nationally recognized ABET criteria

No, Really, Why Do We Do This?

- Presents your program to visiting team
 - Who you are, what you do, why you do it
- Provides a solid understanding of your program prior to arrival on campus
 - On-site team has very limited time on campus
 - Understanding your program prior to the actual visit is critical. The visiting team will have thoroughly reviewed your Self-Study before arriving on campus.

“The better the Self-Study, the smoother the visit”

No, Really, Why Do We Do This?

- Virtual Visits
 - ASAC is the leader in performing virtual visits
 - Primarily for established programs (case-by-case basis)
 - Benefits
 - Financial
 - Scheduling
 - Team Chair is the only person to visit the campus
 - PEVs review Self-Study and related documents from home or office

Who Reads the Self-Study?

- Team Chair – TC
 - Overall manager for your accreditation process
 - Responsible for program report and presentation to commission
 - Focuses on higher-level, institutional aspects
- Program Evaluator(s) – PEVs
 - Expertise in specific discipline
 - Focuses on program-specific details
- Observers
 - Representatives from member societies
 - Members from state licensing boards

“Yes, they read it all, usually several times”

What Goes in a Self-Study?

- Background Information
 - Program history
 - Degree options and tracks and concentrations
 - Locations/delivery modes
 - Previous shortcomings
- The General Criteria (plus applicable program criteria)
- Appendices
 - Course syllabi
 - Faculty vitae
 - Equipment
 - Institutional information

What Time Frame Is Used?

- Responses generally are for the year in which Self-Study is prepared
 - The “academic year” prior to the on-site visit.
- If you are being visited in Fall 2016
 - Self-Study is due July 1 of year of visit (July 1, 2016)
 - Self-Study is written based on your program during the 2015-2016 academic year
- Remember
 - Assessment information contains multiple years of data
 - Some tables request two years of information
 - Updates can be provided at any time
 - Planned (upcoming) changes should be highlighted

Important Documents

- The process of preparing a Self-Study Report takes approximately one year. It is expected to be a qualitative and quantitative assessment of strengths and limitations of the program being reviewed.

Important Documents

- Before you begin writing the Self-study report, you will need to have the following documents:
 - **The Accreditation Policy and Procedure Manual**
 - **The Criteria for Accrediting Applied Science Programs**
 - **The ASAC Self-Study Template**
- These documents are available online at www.abet.org

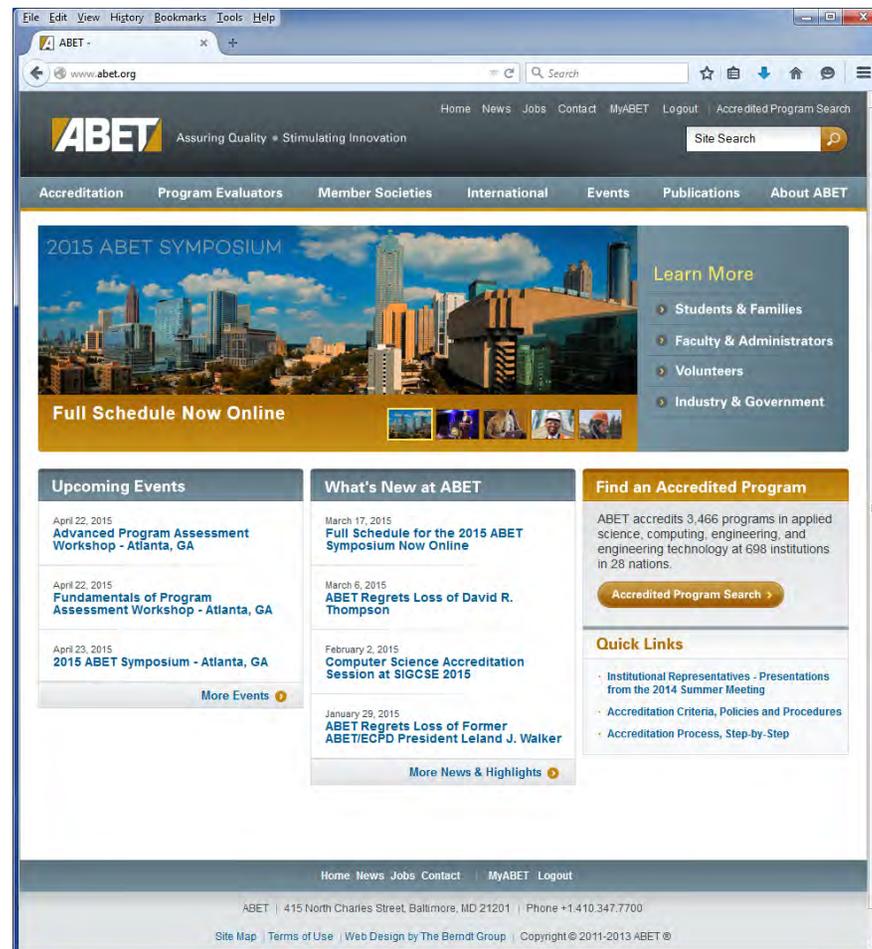
Accreditation Cycle Forms and Documents

- Be sure you are using the documents that apply to your accreditation cycle!!
- For example, if you submitted an RFE to be evaluated during the 2016-17 cycle, make sure you are following the APPM, Program Criteria, and Self-Study Template for 2016-17.

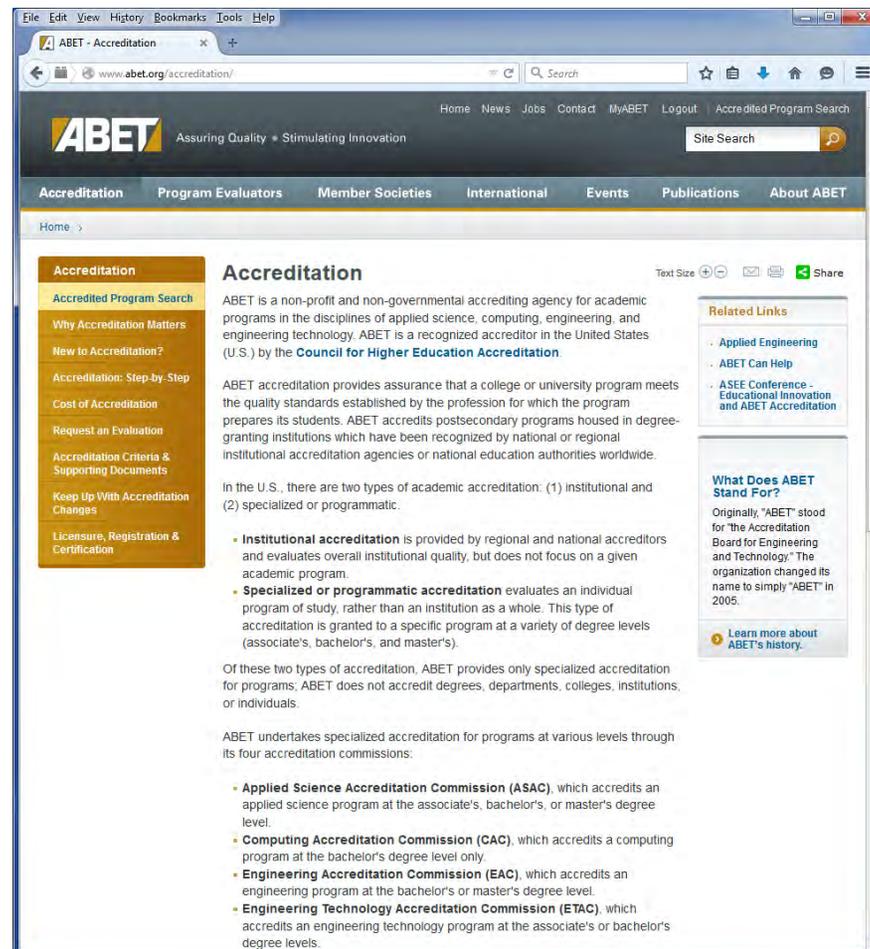
ABET's Harmonization Efforts

- Over the past few years, ABET undertook an effort to harmonize the various commission criteria, forms, and documents.
- This process has resulted in updated Self-Study Report Questionnaires that are in line with the harmonized criteria.

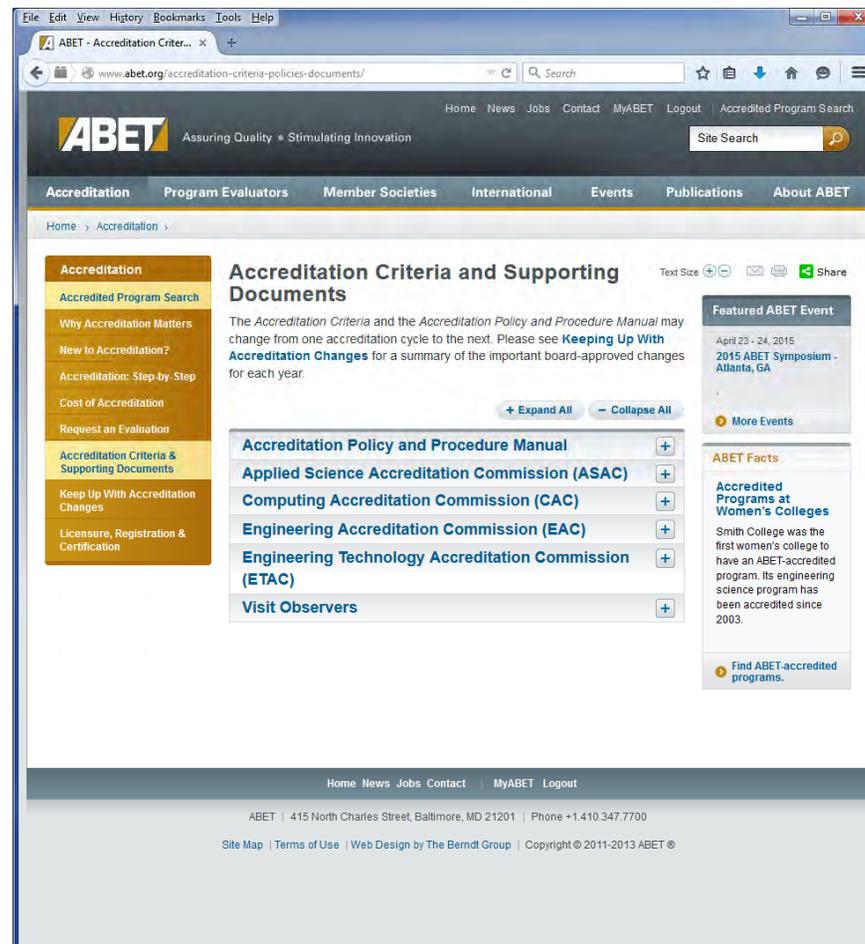
How to Find ABET Accreditation Documents on the ABET.org Website



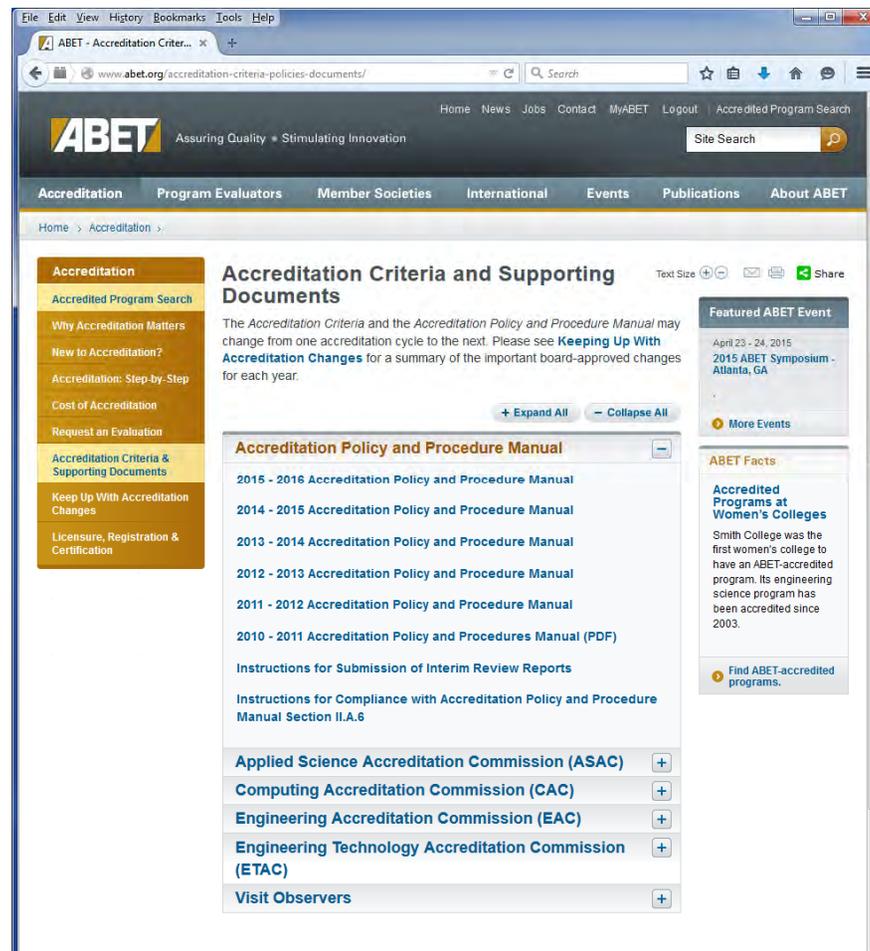
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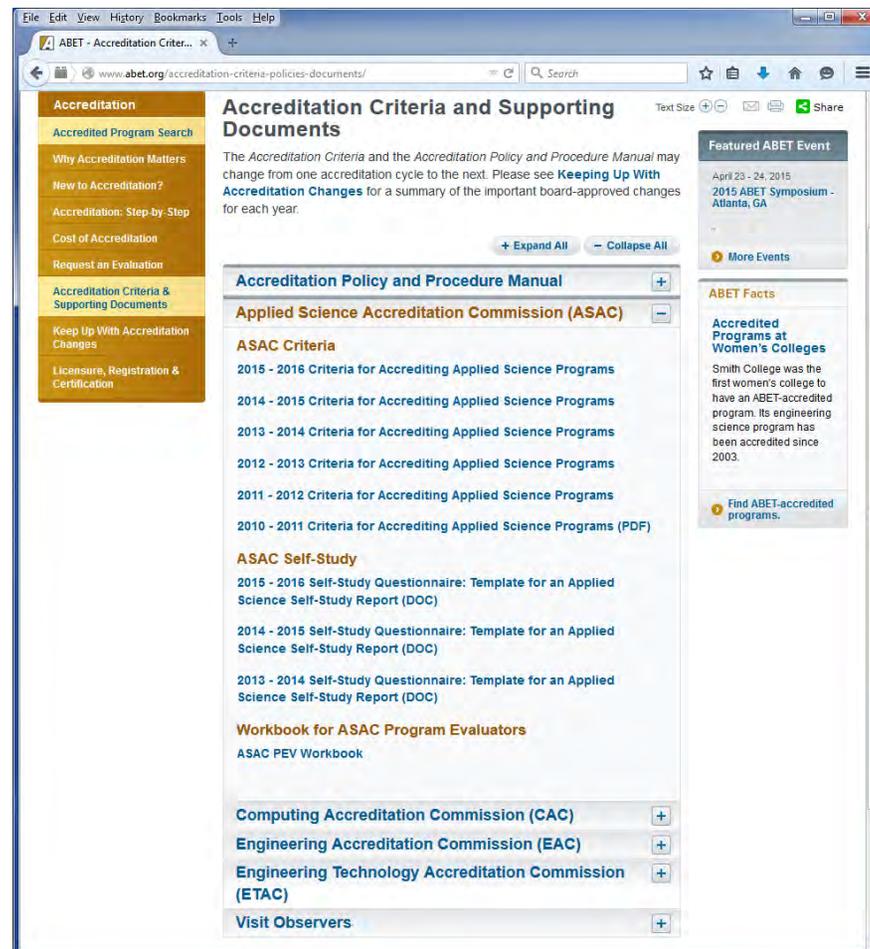
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ABET

Accreditation Policy and Procedure Manual

ACCREDITATION POLICY AND PROCEDURE MANUAL

Effective for Reviews During the
2015-2016 Accreditation Cycle

Incorporates all changes
approved by the
ABET
Board of Directors
as of
November 1, 2014

Please Note:

The ABET Board of Directors adopted revisions to the ABET Constitution and the ABET By-laws in October 2012. This ABET Accreditation Policy and Procedure Manual is undergoing review and potential revision to ensure alignment with the ABET Constitution and By-laws. As this work proceeds, and until it is complete, policies and procedures that require interpretation will be governed by the revised ABET Constitution and By-laws.



Applied Science Accreditation Commission
Computing Accreditation Commission
Engineering Accreditation Commission
Engineering Technology Accreditation Commission

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E-mail: accreditation@abet.org
Website: www.abet.org

A004 11/6/2014

ABET Accreditation Policy and Procedure Manual

- The ABET Accreditation Policy and Procedure Manual addresses aspects of the Self-Study Report.
 - II.F.5. The institution will submit a Self-Study Report ... for each program to be reviewed.
 - II.F.5.a. The Self-Study Report...is due to ABET Headquarters no later than July 1 of the calendar year in which the review is to be conducted.
 - II.F.5.b. The institution will provide the appropriate report directly to the team chair no later than July 1.
 - II.F.5.c. The institution will provide the appropriate report directly to each program evaluator at the direction of the team chair.

ABET Accreditation Policy and Procedure Manual

- How the Self-Study Report is used
 - II.G.3. Self-Study Report – Educational programs at an institution will be evaluated, in part, on the basis of information and data submitted to ABET in the form of a Self-Study Report.
 - The Self-Study Report addresses how a program meets each criterion in addition to applicable policy requirements.
 - The Self-Study Report must include information about all methods of program delivery, all possible paths to completion of the degree, and remote offerings.

Accreditation Criteria

CRITERIA FOR ACCREDITING APPLIED SCIENCE PROGRAMS

Effective for Reviews During the
2015-2016 Accreditation Cycle

Incorporates all changes
approved by the
ABET
Board of Directors
as of
November 1, 2014



Applied Science Accreditation Commission

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R001 11/6/14

Self-Study Questionnaire

- To assist programs in completing a Self-Study Report, each commission has developed a Self-Study Questionnaire Template that is posted on the ABET website.

Self-Study Questionnaire

ABET SELF-STUDY QUESTIONNAIRE: TEMPLATE FOR A SELF-STUDY REPORT

2015-2016 Review Cycle



APPLIED SCIENCE ACCREDITATION COMMISSION

ABET
415 North Charles Street
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Phone: 410-347-7700
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Email: asac@abet.org
Website: <http://www.abet.org>

R003 07/12/2014

Self-Study Requirements

- Program Name: The program name used on the cover of the Self-Study Report **must** be identical to that used in the institutional publications, on the ABET Request for Evaluation (RFE), and on the transcripts of graduates.
- Normally, each program requires a Self-Study Report.

Self-Study Requirements

- A program may use terminology different than that used in the *Questionnaire*.
- If different terminology is used, it is important to provide notes of explanation to clearly link the terminology in the Self-Study Report to terminology used in the *Questionnaire*.

Self-Study Tables

- Tables in the *Questionnaire* may be modified in format to more clearly present the information for the program.
- When this is done, it is suggested that a brief explanatory footnote be included to indicate why the table was modified.

Supplemental Materials

- The following materials are to be supplied in addition to the Self-Study Report:
 - The general institution catalog covering course details and other institutional information applicable at time of the review.
 - Promotional brochures or literature describing program offerings of the institution.
 - Official transcripts of recent graduates.
 - (10 transcripts)
 - Each transcript is to be accompanied by the program requirements as well as worksheets used to show the graduate has fulfilled program requirements.

Submitting the Self-Study Report

- To ABET Headquarters by July 1 of the calendar year of the review:
 - Submit **one** Self-Study Report including all appendices for **each** program.
 - Submit **one** set of the supplemental materials (minus the transcripts) to:

**Applied Science Accreditation Commission
ABET
415 North Charles Street
Baltimore, Maryland 21201**

- The Self-Study Report and Supplemental Material should be submitted as pdf read-only files on CD, DVD, flash drive or equivalent medium - **no paper forms** will be accepted.
- Each Self-Study Report and Supplement Material must be self-contained in the medium submitted and must not include “hot” links.
- Submission cannot be a combination of hard copy and electronic file.
- No email submission are permitted.

Team Chair Appointment and Submission of Materials

- The team chair will provide instructions and addresses for the institution to provide the Self-Study Report and Supplemental Material **directly** to each program evaluator and approved observer.

Self-Study Template

The template follows the sections of the accreditation criteria document.

- **Background Information**
- **General Criteria**
- **Criterion 1: Students**
- **Criterion 2: Program Educational Objectives**
- **Criterion 3: Student Outcomes**
- **Criterion 4: Continuous Improvement**
- **Criterion 5: Curriculum**
- **Criterion 6: Faculty**
- **Criterion 7: Facilities**
- **Criterion 8: Institutional Support**
- **Program Criteria**
- **Appendices**
 - **Appendix A: Course Syllabi**
 - **Appendix B: Faculty Vitae**
 - **Appendix C: Equipment**
 - **Appendix D: Institutional Support**
- **Signature Page**

Background Information

- Consists of seven areas that should be addressed.
- For example, if the program is offered using different delivery modes, offered at multiple locations, they should be described in this section.
- If the program had any deficiencies, weaknesses, or concerns from the last Final Statement, they should be summarized along with the actions taken to address them.

Criteria

- The Self-Study Templates are aligned with each of the Commissions' Accreditation criteria.
- Most, but not all, of the criteria have been harmonized across all commissions.
- Be sure to use the ASAC Self-Study Template and Criteria.
- There are some differences!
- Where applicable, APPM requirements are also cited.

Criteria

- Criterion 1: Students
 - In this section, you will be asked to provide information on admissions, graduation requirements, etc.
- Criterion 2: Program Educational Objectives
 - Program educational objectives are defined as broad statements that describe what graduates are expected to attain within a few years after graduation.
 - How are the program educational objectives consistent with the mission of the institution and how do they meet the needs of the program constituencies?
 - What are the processes to review and revise the PEO's?

Criteria

- Format of an Objective
 - Verb (noting direction of change) + Area of Change + Target Population + Degree of Change + Time Frame
 - Example
 - Reduce unemployment status for our graduating students so that 75% gain full-time employment within six months of graduation.
 - Verbs:
 - Process = develop, implement, establish, conduct, etc.
 - Outcome = increase, decrease, improve, etc.
- Criterion 3: Student Outcomes
 - Student outcomes describe what students are expected to know and be able to do at the time of graduation.
 - What are the processes to review and revise the SO's?
 - What is the relationship between the program SO's and the ABET General Criteria and applicable Program Criteria?

Criteria

- Criterion 4: Continuous Improvement
 - Document the processes for regularly assessing and evaluating the extent to which student outcomes are being attained.
 - To what extent are the student outcomes being attained?
 - What changes have been implemented as the result of the Continuous Improvement Process?
 - Copies of any assessment materials, results, etc. should be made available to the Site Team at the time of the visit.
- Criterion 5: Curriculum
 - The Self-Study section on Curriculum asks programs to provide detailed information about the program curriculum, indicate how courses are used to meet the PEO's and SO's.

Criteria

- Criterion 6: Faculty
 - Describe faculty qualifications, workload requirements, professional development, activities, and faculty members' roles in program development, assessment, etc.
- Criterion 7: Facilities
 - Summarize the facilities used to support the attainment of the PEO's and SO's.
 - This includes offices, classrooms, laboratories, etc.
 - Summarize the Support Facilities.
 - Libraries, computer labs, and maintenance and upgrading of facilities.

Criteria

- Criterion 8: Institutional Support
 - Describe the program leadership structure, budgeting and financial support.
 - Describe the processes for hiring faculty and staff, professional development support, etc.

Program Criteria

- For program-specific criteria that were not addressed previously in the Self-Study document, they should be addressed here.
- If parts of the program criteria were addressed previously, refer to the section of the Self-Study Report in which they were discussed.

Appendices

- Appendix A: Course Syllabi
 - Follow the format provided in the Self-Study
 - 2 pages maximum per course
- Appendix B: Faculty Vitae
 - Follow the format provided
 - 2 pages maximum per faculty member
- Appendix C: Equipment
 - List major equipment that are used by the program to support instruction

Appendices

- Appendix D: Institutional Support
 - Sections include a summary of the structure of the University, academic and non-academic units that support the program, degree and enrollment summaries, and faculty workloads.
- Signature Page
 - The Signature Page requires the signature of the Dean listed on the RFE attesting the Self-Study is an accurate assessment of the program.

Questions?