ABET

Institutional Representative Orientation

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Computing Accreditation Commission

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Today's Logistics

- 9:00 – 10:00 Current Presentation
- 10:30 – 2:00 Breakout Sessions
  - Individual meeting time with the person leading your visit (team chair) [GB 1-4 6-10]
  - Lunch with your team chair(s) [Harborside DE]
- 2:30 – 6:00 Miscellaneous activities
- 6:00 – 7:30 Institutional Representative Reception [Waterview Ballroom]

Goals for Today

We want you to…

1) Understand how the accreditation decision is made
2) Understand the timetable for the next 12 months
3) Know what will be expected before, during, and after your visit
4) Meet your team chair and have some good initial conversations

Four Topics in This Presentation

1) Accreditation timeline and decisions
2) What happens before the visit
3) Activities during the visit
4) What happens after the visit

Part One

Accreditation Timeline and Decisions

Basic Accreditation Timeline

- Year One
  - Fall
    - Start writing Self-Study Report
    - Collect course materials
  - Spring
    - Submit RFE
    - Finish Self-Study Report
    - Collect course materials
    - TC assignment/approval
  - Summer
    - PEV assignment/approval
    - Submit Self-Study Report
    - Attend ABET meeting

You are here

- Year Two
  - Fall
    - Visit conducted
    - Send 7-day response (?)
  - Fall/Spring
    - Receive Draft Statement
    - Due Process Response
    - Draft Final Statement written
  - Summer
    - Decision made at commission meeting

Types of Reviews

List A

- Single commission
  - CAC reviews one or more programs
- Simultaneous
  - Multiple commissions on campus, reviewing different programs
- Joint
  - Multiple commissions reviewing the same program

List B

- Comprehensive
  - All programs for a commission
    - CS, IS, IT
  - Every six years
- Interim
  - The result of an issue during a previous review
    - Visit or report

Your visit is a combination of one item from List A, and one time from List B.

Accreditation Decisions

- Each criterion is evaluated separately to determine if it is satisfied. There is an individual finding for each criterion.
- For each criterion, either
  - **Criterion is satisfied**

    OR
  - There is a shortcoming relative to the criterion:
    - **There is a deficiency relative to the criterion**
    - **There is a weakness relative to the criterion**
    - There is a concern relative to the criterion

What Do Shortcomings Mean?

- Deficiency
  - One or more Criterion or policies were not met
  - **Program is not accreditable**
- Weakness
  - A program lacks the strength of compliance with a criterion to assure that the quality of the program will not be compromised prior to next general review
  - Remedial action is required to strengthen compliance
  - **Impacts the term of accreditation**
- Concern
  - A criterion is currently satisfied but the review indicates that a potential exists for non-satisfaction in the future
  - **Concerns do not impact the length of the term of accreditation**

Two Comments on Findings

- Findings can change (for better or worse) during the review process
  - Changes possible from exit statement to 7-day response to draft statement to due process response to final statement
- Normally, you should ***not*** see an increase in severity of any findings after the draft statement

Findings / Actions / Time to Next Review

Comprehensive Reviews	Interim Reviews
No deficiencies No weaknesses **NGR (6 years)**	No deficiencies No weaknesses **VE or RE or SE (2 or 4 years)**
No deficiencies One or more weaknesses **IV or IR (2 years)**	No deficiencies One or more weaknesses **IV or IR (2 years)**
One or more deficiencies **SCV or SCR (2 years) or NA**	One or more deficiencies **SCR or SCV (2 years)**

Questions/Comments?

Part Two

Between Now and the Visit

Your Immediate Goal

- Address any and all questions and concerns that the visiting team communicates regarding your program
- The more you do before the visit, the easier the visit
  - Visit time is tight (no flexibility)
  - Want to resolve all issues prior to arrival
    - Visit team hates surprises
    - Address any questions they have as early as possible

Pre-Visit Communication Encouraged

- CAC asks that all communication be done through the team chair
  - Other commissions may allow communications directly with PEV
- Be sure to:
  - Identify travel logistics (transportation, hotels, food)
  - Provide Self-Study Report and transcripts
  - Work with your TC to create a visit schedule
  - Communicate regularly with your TC

Pre-Visit Details

- Logistics
  - Confirm dates
  - Identify convenient hotels near campus
  - Identify good restaurants
  - Identify best local transportation options
- Materials
  - Self-Study Report
    - Copies for entire team
    - Electronic and/or hard copy
  - Transcripts
    - Include all possible information to help explain transcripts
    - Degree audit checks, substitution forms, tracking forms

More Pre-Visit Details

- Schedule
  - Get the exit meeting on president/provost's schedule as soon as possible
  - Work with the team chair on details
    - Will review schedule in Part Three of talk
- Communicate
  - Team will have one or more conference calls before the visit to compare notes
  - Touch base with TC regarding questions the team has
    - Answer questions before the visit, if possible

Quick Comment on Size of CAC Teams

- CAC team size varies with review
  - General rule: TC + (1 PEV for each program)
  - Exceptions for interim and initial accreditations
- Examples:
  - Currently accredited, one computing program, general review would have a **TC + 1 PEV**
  - Computing program applying for initial accreditation would have a **TC + 2 PEVs**
  - Currently accredited, CS, IS, and IT programs, general review would have a **TC + 3 PEVs**

Questions/Comments?

Part Three

The Visit Itself

A Schedule for the Visit

- Schedule is built jointly by the TC and the program
  - The chair or dean's office works with the TC
- General framework
  - Sunday – tours & material review
  - Monday – interviews & presentations
  - Tuesday – debrief, prepare statements, exit meeting with administrators

Team Needs a Private Room During Visit

- Room is used Sunday thru Tuesday
- Has at least one computer and printer
  - Access to a shredder is also nice
- Internet access for team's laptops (wireless preferred)
- Optionally, you might consider
  - Present/display your course & assessment materials in this room
  - Coffee/drinks/water and light snacks in room
  - Technical support on first day to ensure all equipment (including team laptops) are fully functional in your environment

Sample Sunday Schedule

1 p.m.	Meet team Tour facilities	Coordinate meeting location & parking, cell phone numbers
2 p.m.	Review course & assessment displays	Visit room (private), have someone available nearby for questions
6 p.m.	Team dinner	Off-site (private)
8 p.m.	Team meeting	

Course & Assessment Displays

- Course Displays
  - All required and elective computing courses in the program
    - Syllabus, assignments, exams, textbook
    - Graded student work
- Syllabi/texts for math
  - Full display for discrete math (if possible)
- IS environment display
- Science syllabi (for CS

- Assessment Data
  - Description of process
  - Sample assessment instruments & data
  - Evaluation of data (documented)
  - Improvements identified (documented)
- Consider charts or posters to describe process

This normally means copies of minutes from meetings

Two Comments on Displays

- Organization is critical
  - Team must be able to find what they need
  - Suggest that someone provide an overview of the organization of the display materials on Sunday with the team
- Volunteer to provide training to team if your materials require knowledge of specialized systems (e.g. web-based)
- If your materials are web-based
  - Have a backup plan
  - Try to provide access before the start of the visit, if possible

Sample Monday Schedule

8 a.m.	Opening meeting	Agenda and attendees determined by program
a.m.	TC visits administration	Individual visits, work with TC to build list of all people to visit
	PEV(s) visit program	
noon	Institutional lunch	Institution may sponsor (if desired). Team, admin, students, faculty, alumni
p.m.	Continue meetings with program & faculty	More meetings
	Meet with students (class or invited group)	
5 p.m.	Update dean and/or chair on status	Status update
Night	Dinner and meetings	Off site (private)

Sample Tuesday Schedule

8 a.m.	Status update	If desired by program
a.m.	Any final meetings	Meetings only if needed after Monday, writing done in team room
	Prepare exit statement	
Late a.m.	Present findings to dean/chair/others	Preview of the exit meeting
noon	Working lunch	Paid by TC, delivered to team room
Early p.m.	Exit meeting	President/provost plus any others that the program invites
	Depart campus	

Tuesday Exit Meeting Details

- Meeting conducted by the TC(s)
  - Multiple commissions? Can do either a joint or individual exit meetings (institution's choice)
  - Not a time for debate or discussion
- ABET expects president and/or provost to be present
  - Institution may invite anyone else they wish (Deans, department chairs, faculty, other administrative officials)
- Team will identify all findings
  - Leaves a Program Audit File (PAF) with the institution
  - This document identifies all shortcomings found during the review

Questions/Comments?

Part Four

What Happens After the Visit?
(other than celebration)

Things You Can Do Immediately

- Program
  - Have seven (7) days to correct “errors of fact” in the PAF
  - Start addressing shortcomings in the PAF
- ABET
  - Team chair uses PAF to generate a draft statement
  - Draft statement is reviewed by two Editors and CAC Adjunct

Once You Receive the Draft Statement

- Program
  - Has thirty (30) days to submit a due process response – updates on any shortcomings that have been addressed
  - May continue to submit updates (as needed, work with the TC) past the 30-day window
- ABET
  - Draft Final Statement created by TC, reviewed by two Editors and CAC Adjunct
  - Summer commission meeting decides action
  - Institutions normally notified in early August

After Your Due Process Submission

- Continue to work on any remaining shortcomings
- Continue talking with your TC about the progress you are making with these shortcomings
- Goal: make sure the TC knows the latest updates of your program as he/she goes into the summer meeting

Questions/Comments?

Thank You!

Information about ABET, the criteria, commissions, member societies, etc. is available on the ABET webpage: http://www.abet.org