



**Computing Accreditation Commission**  
**Institutional Representative Orientation:**  
**Site Visit Preparation**

**August 2025**

Shari Plantz-Masters

2025-26 Computing Accreditation Commission, Chair

Harold Grossman

Adjunct Accreditation Director, Computing

Stan Thomas

Adjunct Accreditation Director, Computing



# Goals for Today

- We want you to ...
  - Know what happens before, during and after your physical or virtual visit.
  - Know how accreditation decisions are made.
  - Know the timetable for the next twelve months.

# Before We start ...

- The chat feature has been disabled.
- Please use the Q&A feature to ask questions.
- The slides will be posted at <https://www.abet.org/accreditation/accreditation-criteria/>
  - Scroll down to Computing Accreditation Commission (CAC).

# Common Terms

Term	Meaning
<b>CAC</b>	Computing Accreditation Commission of ABET
<b>PEV</b>	Program Evaluator
<b>TC</b>	Team Chair leading visit/review. Typically a voting CAC commissioner, sometimes a former commissioner
<b>ED1, ED2</b>	Editor 1 and Editor 2 assigned to each visit/review, who edit the Draft and Final Statements for consistency
<b>Adjunct</b>	ABET Adjunct Accreditation Director – Computing
<b>AMS</b>	ABET’s Accreditation Management System
<b>APPM</b>	ABET’s Accreditation Policy and Procedure Manual
<b>PAF</b>	Program Audit Form

Term	Meaning
<b>CS</b>	Computer Science
<b>CY</b>	Cybersecurity
<b>DS</b>	Data Science
<b>IS</b>	Information Systems
<b>IT</b>	Information Technology

# Types of Reviews

- Single commission

- CAC reviews one or more programs

- Simultaneous

- Multiple commissions on campus at the same time, reviewing different programs

- Joint

- Multiple commissions reviewing the same program in one visit or review

- General

- Comprehensive, every six years
- All programs for a commission
  - General and Program Criteria
    - CS; CY; DS; IS; IT
  - General Criteria: only

- Interim

- Result of issue(s) found during a previous review
  - Visit or report

# Accreditation Timeline for 2025-2026 cycle

## Year 0 – 2024

- Start writing Self Study
- Start collecting course materials
- **October 1** – Readiness Review (some new programs)

## Year One – 2025

- **January 31** – Submit RFE
- **Jan-June** – Finish Self Study
- **Jan-Aug** – Collect course materials
- **April** – TC assignment/approval
- **May-June** – PEV assignment/approval
- **July 1** – Submit Self Study
- **August** – Attend Institutional Rep Orientation
- **August** – Interact with visit team
- **Sept-Nov** – Visits conducted
- **Fall/Winter** – Draft Statement

## Year Two – 2026

- **Winter** – Due Process Response
- **Winter/Summer** – Draft Final Statement (for July commission meeting)
- **Feb-May** – Post-30 Day Due Process Response (if agreed with Team Chair)
- **July** – Accreditation decision made at July commission meeting
- **August** - Final Statement

**We are here today**





**Between Now  
and the  
Visit**

# Your Immediate Goals

- Address questions and issues that the visiting team communicates regarding your program.
  - The more you do before the visit, the easier the visit.
  - Allows more time to address issues.
- Prepare physical/virtual display materials.
- Work with Team Chair on visit schedule.
  - If part of a joint or simultaneous visit, you will have multiple schedules with which to deal.
  - Start scheduling key university personnel immediately.

# Pre-visit Communication

- The CAC asks that all communication be done through the Team Chair, not the PEVs.
- Other commissions may allow communications directly with Program Evaluators (PEVs), but not the CAC.
  - Sometimes the Team Chair may make exceptions for joint or simultaneous visits to align better with other commissions.
- Important to communicate regularly with your Team Chair.

# ABET HQ Directive on Electronic Recording of ABET Accreditation Meetings

- Any type of electronic recording of live ABET accreditation conversations or meetings is **prohibited**.
- This policy applies to ABET Accreditation staff, volunteers, and the institutions involved in evaluation reviews.
- For accreditation reviews, this applies to review planning meetings, ABET team meetings, exit meetings and faculty, staff and student interviews.
  - Interviews with faculty, students and key staff are confidential.
- Exceptions to this are pre-recorded laboratory tours.
- All parties involved in the pre-recorded laboratory tour must be identified by name and provide their recorded consent to be recorded.

# Course & Assessment Displays

## Course Displays

- All courses supporting Criterion 3 or 5.
  - Syllabus, assignments, exams, textbook.
  - Graded student work in a range of quality.
- Syllabi/texts for math.
  - For CS, CY, DS, IS, and IT, full display for appropriate math
- Program Criteria: Criterion 3 or 5
  - Examples.
    - CS: natural science coursework syllabi.
    - IS: IS Environment supporting materials.

## Assessment Data

- All data to support Criterion 4
- Description of process
- Sample assessment instruments & data
- Evaluation of data (documented)
  - Improvements when identified (with supporting documentation)
  - Consider flowcharts to describe process when possible

**This normally includes copies of relevant minutes from meetings**

# Comments on Displays

- Generally, online materials should be available at least 30 days prior to the visit
  - Provide detailed access and navigation instructions
- Clear (easy to understand) organization is critical for the team.
  - The team must be able to find what they need.
  - There should be a consistent organization for all courses.
  - There should be a consistent organization for all assessment and evaluation documentation.
- Have someone to provide an overview of the organization of the display materials when access is given.
  - Virtual visits: provide access one month before the start of the visit.
  - In-person visits: be ready to provide virtual access if unexpected happens.
    - Strongly encourage doing this under normal situations too as it speeds up visit..

# Other Details

## Materials

- Self-Study.
  - Now available online.
- Transcripts
  - Include all possible information to help explain transcripts.
    - Degree audit checks, substitution forms, tracking forms.

## Communicate

- Touch base regularly with Team Chair regarding questions the team has.
  - Answer questions before the visit (if possible).
  - Provide guidance on appropriate personnel to talk with.

# Questions/Comments?





# The In-Person Review

# Visit Arrangements

## Schedule

- Work with the Team Chair on details.
  - Will review schedule later in this session.

## Logistics (US vs International)

- Identify convenient hotels near campus.
- Identify good restaurants.
- Identify best local transportation options.
- Identify parking arrangements.
- Identify wi-fi connection arrangements.

# Team Requirement: Private Room During Visit

- Room needed from the time the team shows up until it leaves.
  - Typically Sunday through Tuesday (or dates of visit).
- Room requirements.
  - At least one computer connected to a printer.
  - A paper shredder.
  - Your course and assessment materials in this room (or the above computer should provide access if materials are online).
  - Internet access with WiFi for team laptops.
    - Technical support on first day (Sunday) to ensure all equipment (including team laptops) are fully functional in your environment.
  - It would be nice to have coffee/soft drinks/water easily accessible to the team.

# Questions/Comments?



# The Visit Schedule

- The visit schedule is developed jointly:
  - By the designated person identified by the program, such as a program chair, department chair or dean's office/
  - The Team Chair (and possibly Program Evaluators in case of joint/simultaneous visits).
- General visit framework.
  - Sunday (or Day 0) – tours & material review.
  - Monday (or Day 1) – interviews & presentations.
  - Tuesday (or Day 2) – prepare statements, debrief, exit meeting with administrators.

# Sample Sunday Schedule (Day 0)

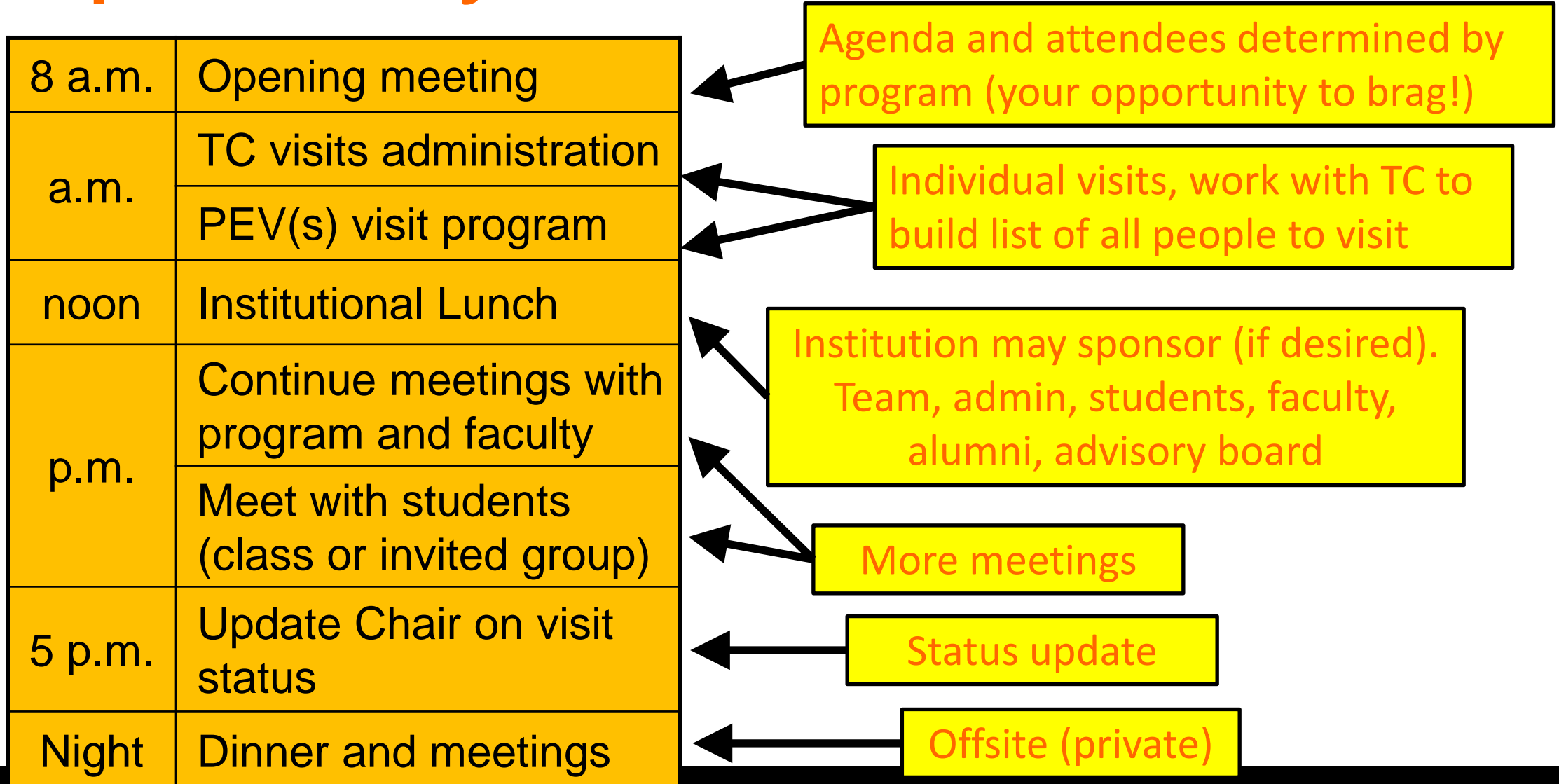
1 p.m.	Meet team Tour facilities
2 p.m.	Team reviews course and assessment displays
6 p.m.	Team dinner
8 p.m.	Team meeting

Coordinate meeting location and parking, mobile numbers before the visit

Visit room (private)  
Have someone available nearby for questions and provide more material if needed

Off-site (private)

# Sample Monday Schedule



# Sample Tuesday Schedule

8 a.m.	Status update	
a.m.	Any final meetings	Meetings only if needed after Monday, writing done in team room (private)
	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 (private)
Early p.m.	Exit meeting	President/Provost plus any others they invite
	Depart campus	

# Tuesday Exit Meeting

- Conducted by the Team Chair.
  - If simultaneous visit, you can do either a joint or individual exit meetings (*institution's choice*).
  - TC and PEVs will have briefed you on findings before the Exit Meeting.
- Institution may invite anyone they wish.
  - ABET typically expects **President and/or Provost** to be present.
- Team will identify all findings.
  - Program Audit Form (**PAF**) will be printed by TC from the Accreditation Management System (**AMS**) for each program and provide to program.
  - PAF identifies *all shortcomings identified by the ABET team during the visit.*

# Flexibility

- ABET is prepared to be flexible to help you through your accreditation visit.
- If something unexpected should happen to prevent the normal operation of the visit.
  - Team Chair will help you restructure the visit to proceed in a different format or on different days, e.g., the use of hybrid events (some in-person, some virtual) or rescheduled dates.

# Questions/Comments?





# What Happens After the Visit?

# Immediately After the Visit

- **Program**

- Has seven (7) days to correct “errors of fact” only in the PAF(s).
- Start to work on your own to address shortcomings identified in the PAF(s).

- **ABET**

- Team Chair uses the PAF or PAFs to generate a Draft Statement.
- Draft Statement is reviewed by two assigned Editors and Adjunct Accreditation Director, Computing.

# After 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 submit a Post 30-Day Due Process Response provided you submitted a Due Process Response (negotiated with TC but no later than early May).

- **ABET/CAC**

- Draft Final Statement created by Team Chair, reviewed by two Editors and ABET Adjunct Accreditation Director, Computing.
- Draft Final Statement is held for review and vote by the full Commission at its July Meeting for determining final action.
- Institutions normally notified of the accreditation action decision in late August.

# Questions/Comments?





# Accreditation Decisions

# What Do Shortcomings Mean?

- Deficiency: The criterion or policy is not met.
  - A program that does not meet a criterion or policy may not be accredited.
- Weakness: A program currently lacks the strength of compliance with a criterion or policy.
  - 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 current accreditation action.

# Two Comments on Findings

- Shortcomings can change (for better or worse) from the time the PAF is handed out until the final statement is generated.
  - Changes possible from **exit statement** to **7-day-response** to **draft statement** to **due-process response** to **final statement**.
- In most cases, you will **not** see an increase in severity of a shortcoming after the draft statement – but it is a real possibility and occurs sometimes.

# How Accreditation Decisions Are Made

- Each Criterion or Policy is evaluated to determine if it is met

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# Questions?

Harold Grossman, [hgrossman@abet.org](mailto:hgrossman@abet.org)

Stan Thomas, [sthomas@abet.org](mailto:sthomas@abet.org)

Shari Plantz-Masters, [shari.plantzmasters@gmail.com](mailto:shari.plantzmasters@gmail.com)

# Thank You !

- Information about ABET, the Criteria, commissions, member societies, and much more is at:
  - [www.abet.org](http://www.abet.org)
- Institutional Representative Orientation: In-person Site Visit Preparation.
  - Slides/recordings of this webinar will be posted under the CAC area of
  - [www.abet.org/accreditation/accreditation-criteria/](http://www.abet.org/accreditation/accreditation-criteria/)
- Institutional Representative Orientation: Self-Study Preparation.
  - This was presented and recorded in April 2025
  - Slides/recording are already posted at the previous link.
- Also be aware of proposals for future Criteria changes
  - <https://www.abet.org/accreditation/accreditation-criteria/proposed-changes/>