



Computing Accreditation Commission Institutional Representative Orientation: Site Visit Preparation

August 2026

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Goals for Today

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

Before We start ...

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

“Education is not the filling of a pail, but the lighting of a fire.”

-- W. B. Yeats

Common Terms

Term	Meaning
CAC	The Computing Accreditation Commission of ABET
PEV	Program Evaluator
TC	Team Chair who leads the visit/review. Typically, a voting CAC commissioner, sometimes a former commissioner
ED1, ED2	Editor 1 and Editor 2 assigned to each visit/review, who edit the Draft and Final Statements for consistency
General Criteria	Criteria 1–8 that apply to all programs accredited by an ABET commission.
Program Criteria	Provide discipline-specific accreditation criteria.
Adjunct	ABET Adjunct Accreditation Director – Computing
AMS	ABET’s Accreditation Management System
APPM	ABET’s Accreditation Policy and Procedure Manual
PAF	Program Audit Form

Abbr.	Program
CS	Computer Science
CY	Cybersecurity
DS	Data Science
IS	Information Systems
IT	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 2026-2027 cycle

Year 0 – 2025

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

Year One – 2026

- **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
- **Aug-Nov** – Pre-visit Activities
- **Sept-Nov** – In-Person Review
- **Fall/Winter** – Draft Statement

Year Two – 2027

- **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





Pre-Visit Activities

(Interact with the visit team)

Your Immediate Goals

- Prepare physical/virtual display materials.
- Address questions and issues that the visiting team communicates regarding your program.
- Work with the Team Chair on the visit schedule.
 - If it is a joint or simultaneous visit, you will have multiple schedules to deal with.
 - 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).
- 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.

Transcripts

- Include all possible information to help explain transcripts.
- Degree audit checks, substitution forms, tracking forms.

Display Materials Guidance

Computing Accreditation Commission (CAC)

[2026-2027 Criteria](#)

2026-2027 CAC Webinar: Preparing the Self Study. ([Recording](#)) ([Slides](#))

2026-2027 CAC Webinar: Preparing for your Visit shall be held on Thursday August 20, 2026 at 11am Eastern Time.

([Register now](#))

[2026-2027 CAC Program Evaluator Workbook](#)

[CAC Observer Visit Packet](#)

[Guidance on Materials](#)

[2025-2026 Questionnaire Template for Interim Reports](#)

2025-2026 CAC Webinar: Preparing for Interim Reviews ([Recording](#)) ([Slides](#))

<https://www.abet.org/accreditation/accreditation-criteria/>

Display Materials

- Criterion 1 – Students
- Criterion 2 – Program Educational Objectives
- Criterion 4 – Continuous Improvement
- Criterion 5 – Curriculum (General Criteria and Program Criteria)
- Criterion 6 – Faculty
- Criterion 7 – Facilities
- Criterion 8 – Institutional Support

Display Materials

Course Displays (Criterion 5)

- All Computing courses supporting C5
 - Syllabus, assignments, exams.
 - Graded student work in a range of quality.
- Syllabi/texts for Math
- Program Criteria: Criterion 5
 - Examples.
 - Discipline-specific curricular requirements
 - CS: science coursework syllabi.
 - IS: IS Environment supporting materials.

Assessment Display (Criterion 4)

- Description of process
- Substantial examples of assessment instruments & data
- Evaluation of the outcomes (documentation for multiple cycles)
- Improvements based on the outcome evaluations (documented)
- Consider visualizing the process and summarizing results

These normally includes copies of relevant minutes from meetings

Comments on Display Materials

- Materials should be available online 30 days prior to the visit
- 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 provide an overview of the organization of the display materials when access is given.

Questions/Comments on Pre-Visit Activities?





The In-Person Review

Visit Arrangements

Schedule

- Work with the Team Chair on details.
- Will review the 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.
 - Internet access with WiFi for team laptops.
 - Technical support on the first day (Sunday) to ensure all equipment (including team laptops) is fully functional in your environment.
 - Access to digital display materials must still be available
 - Ability to print (if needed).
 - Ability to shred (if needed).
 - It would be nice to have coffee/soft drinks/water easily accessible to the team.

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 ABET Lead
 - 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 leaders.

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 transportation, exchange
cell #'s before the visit

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

Off-site (private)

Sample Monday Schedule

8 a.m.	Dean's opening meeting
a.m.	TC visits administration
	PEV(s) visit program
noon	Institutional Lunch
p.m.	Continue meetings with program and faculty
	Meet with students (class or invited group)
5 p.m.	Update Dean and Chair on visit status
Night	Dinner and meeting

Agenda and attendees determined by program (considerations and strengths)

Individual visits, work with TC to build list of all people to visit

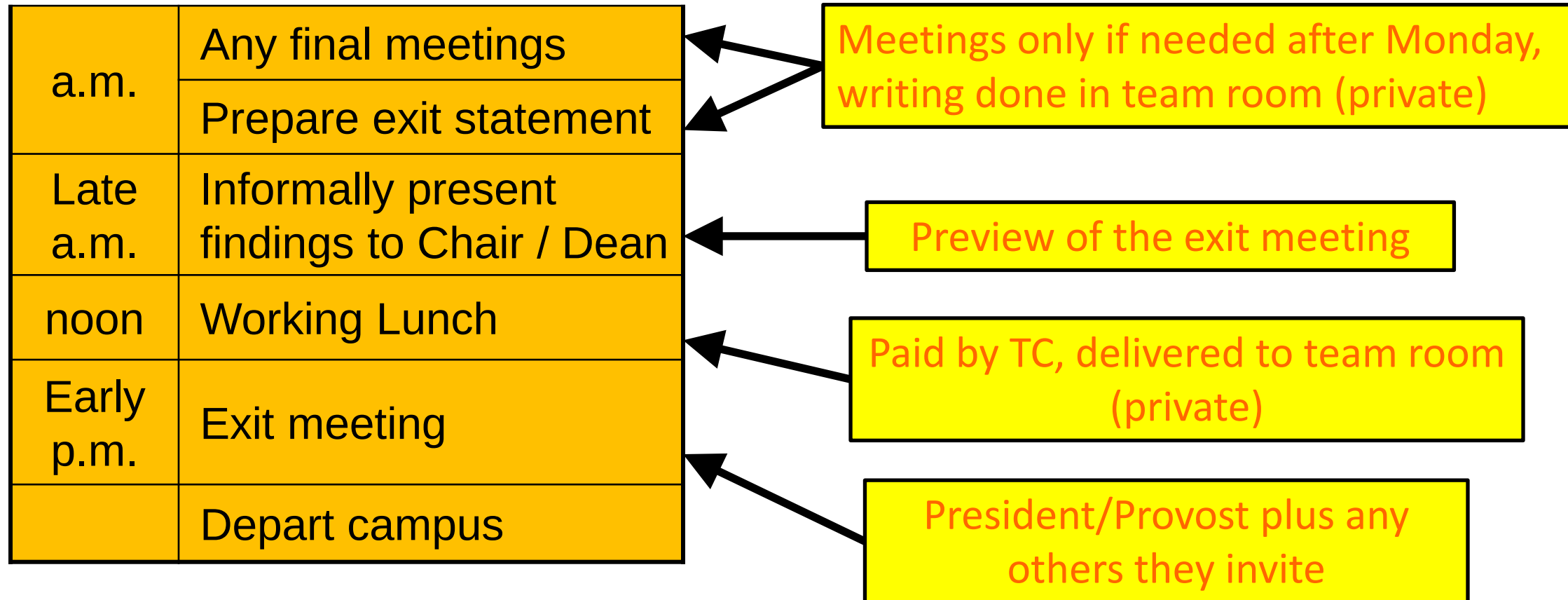
Institution may sponsor (if desired). The Team with select students, alumni, advisory board members, and leaders

More meetings

Status update

Offsite (private)

Sample Tuesday Schedule



Tuesday Exit Meeting

- Conducted by the Team Chair.
- The institution may invite anyone they wish.
 - ABET typically expects the President and/or Provost to be present.
- The team will orally present all findings.
 - Program Audit Form (PAF) for each program will be provided to the Dean by the team chair.
 - PAF identifies all shortcomings identified by the ABET team during the visit.

Flexibility

- If something unexpected should happen to prevent the normal conduct of the visit, ABET is prepared to be flexible and help you through your accreditation visit.
- The 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.

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 the severity of a shortcoming after the draft statement, but it is a possibility and occurs in rare instances.

Questions/Comments on the In-Person Review?



What Happens After the Visit?

Immediately After the Visit

- **Program**

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

- **ABET**

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

After You Receive the Draft Statement

- **Program**

- Has thirty (30) days to submit a Due Process Response – updates on your ongoing efforts and plans for addressing any shortcomings.
- May submit a Post 30-Day Due Process Response, provided you submitted a Due Process Response (negotiated with TC but no later than mid May).

- **ABET/CAC**

- Draft **Final Statement** created by the Team Chair evaluating your Due Process Response. It is reviewed by two Editors and the ABET Adjunct Accreditation Director, Computing.
- The Draft Final Statement is held for review and vote by the full Commission at its July Meeting to determine the final accreditation action.
- Institutions are normally notified of the accreditation action decision in late August.

How Accreditation Decisions Are Made

- Each Final Statement will be evaluated and voted on by the full Computing Accreditation Commission at an in-person meeting in July 2027.
- You should then receive your Final Statement sometime in August.

ABET Artificial Intelligence Statement

AI technologies may be used by ABET-accredited programs to:

- Gather and synthesize information in preparation for an ABET accreditation review
- Support the collection, analysis, and evaluation of assessment data to inform continuous improvement processes and/or
- Assist in the development and organization of supporting materials related to accreditation activities.

Use of AI technologies should be acknowledged by the program, and the institution must attest to the accuracy of the narrative and data presented. AI shall not replace human judgment in the continuous improvement process.

<https://www.abet.org/accreditation/ai-policy/>

ABET Policy for AI Use by Evaluators

- AI technologies may be used for basic proofreading, wording refinement, translation when necessary, and accessibility assistance.
- In all cases, inputs must be limited to only what is required for the task. Identifying information about an institution or program (institution and/or program name, campus location(s), course titles and numbers, etc.) must not be included.
- AI technologies must never be used to analyze, evaluate or make judgments about a program or its materials; those responsibilities rest solely with ABET volunteers.

CSAB Annual Refresher Training on Criteria

I highly recommend these videos.

<https://csab.org/info-for/volunteers/training/>

Questions?

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Thank You!

- Information about ABET, the Criteria, commissions, member societies, and much more is at:
 - www.abet.org
- Institutional Representative Orientation: In-person Site Visit Preparation Webinar.
 - Slides/recordings of this webinar will be posted under the CAC area of
 - www.abet.org/accreditation/accreditation-criteria/
- Institutional Representative Orientation: Self-Study Preparation Webinar.
 - This was presented and recorded in April 2024
 - Slides/recording are already posted at the previous link.
- Also, proposals for future Criteria changes are posted at
 - <https://www.abet.org/accreditation/accreditation-criteria/accreditation-changes/>