



CAC Institutional Representative Orientation

July 19, 2018

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Today's Logistics

- 10:30–2:00 Breakout Sessions
 - Individual meeting time with the Team Chair(s) leading your visit [Salons 6-10 1-2]
 - Lunch with your Team Chair(s) [Harborside DE]
- 2:00 – 3:00 On your own
- 3:00 – 4:30 CAC Presentation [Harborside D] ←
- 5:30 – 6:30 Reception [Salon 6]

You are here

Goals for Today

We want you to ...

1. Meet your Team Chair (TC) for an initial conversation
2. Know what happens before, during, and after your visit
3. Understand how accreditation decisions are made
4. Understand the timetable for the next twelve months
5. Explore moving to the new criteria

Basic Accreditation Timeline

Year “Zero”

■ Fall

- Readiness Review (some new programs)

Year One

■ Fall

- Start writing Self Study
- Collect course materials

■ Spring

- Submit RFE
- Finish Self Study
- Collect course materials
- TC assignment/approval

■ Summer

- PEV assignment/approval
- Submit Self Study
- Attend ABET meeting

Year Two

■ Fall

- Interact with visit team
- Visits conducted

■ Fall/Spring

- Draft Statement
- Due Process Response
- Draft Final Statement (for July commission meeting)

■ Summer

- Accreditation decision made at July commission meeting
- Final Statement (~August)

You are here



Types of Reviews

- Single commission
 - CAC reviews one or more programs
- Simultaneous
 - Multiple commissions on campus, reviewing different programs
- Joint
 - Multiple commissions reviewing the same program
- Comprehensive
 - All programs for a commission
 - CS, IS, IT, other
 - Every six years
- Interim
 - The result of an issue during a previous review
 - Visit or report

Your visit is a combination of one blue circle and one green circle



Between Now and the Visit

Your Immediate Goals

- Address questions and concerns 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 display materials
- Work with Team Chair on visit arrangements
 - If part of a joint or simultaneous visit, you may have multiple arrangements with which to deal
 - Scheduling key university personnel should be done immediately

Pre-visit communication

- CAC asks that all communication be done through the Team Chair
- Other commissions may allow communications directly with Program Evaluators (PEVs)
- Try to communicate regularly with your Team Chair

Course & Assessment Displays

Course Displays

- **All** courses in the program that support Criterion 3 & Criterion 5
 - Syllabus, assignments, exams, textbook
 - Graded student work in a range of quality
- Syllabi/texts for math
 - For CS only, 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

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 to the team on Sunday
- Volunteer to provide training to team if your materials require knowledge of specialized systems (e.g. web-based)
- If your materials are web-based, try to provide access before the start of the on-site visit

Visit arrangements

Schedule

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

Logistics

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

Team needs a private room during visit

- Room is used Sunday thru Tuesday
- Has at least one computer with a printer
 - Access to a shredder is desirable
- 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 (Sunday) to ensure all equipment (including team laptops) are fully functional in your environment

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 with Team Chair regarding questions the team has
 - Answer questions before the visit (if possible)
 - Provide guidance on appropriate personnel to meet with

Questions/Comments?





The Visit

The visit schedule

- Schedule is built jointly by the Team Chair (and possibly by Program Evaluators in case of joint/simul visits) and the program
- The point of contact, or the Chair, or the Dean's Office works with the Team Chair to create the schedule
- General framework
 - Sunday – tours & material review
 - Monday – interviews & presentations
 - Tuesday – prepare statements, debrief, exit meeting with administrators

Sample Sunday schedule

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

**Coordinate meeting
location & parking,
cell phone numbers**

**Visit room (private)
Have someone
available nearby
for questions**

**Off-site
(private)**

Sample Monday schedule

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

Agenda and attendees determined by program (your opportunity to brag!)

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

Institution may sponsor (if desired). Team, admin, students, faculty, alumni, advisory board

More meetings

Status update

Offsite (private)

Sample Tuesday schedule

8 a.m.	Status update
a.m.	Any final meetings
	Prepare exit statement
Late a.m.	Present findings to Dean/Chair/others
noon	Working Lunch
Early p.m.	Exit meeting
	Depart campus

Meetings only if needed after Monday, writing done in team room (private)

Preview of the exit meeting

Paid by TC, delivered to team room (private)

President/Provost plus any others that the program invites

Tuesday Exit Meeting

- Conducted by the Team Chair
 - If simultaneous visit you can do either a joint or individual exit meetings (your choice)
 - TC and PEVs will have briefed you on findings before the Exit Meeting
- Institution may invite anyone they wish
 - ABET expects President and/or Provost to be present
- Team will identify all findings
 - Leaves a Program Audit Form (PAF) for each program
 - This PAF(s) identify the shortcomings found during the review

Questions/Comments?





What happens after the visit?

Immediately after the visit

- Program

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

- ABET

- Team Chair and PEVs use PAF(s) to generate a Draft Statement
- Draft Statement is reviewed by two Editors and Adjunct Accreditation Director, Computing

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 submit a Post Due Process Response provided you submitted a Due Process Response (negotiated with TC but no later than the end of May)

- ABET

- Draft Final Statement created by Team Chair, reviewed by two Editors and Adjunct Accreditation Director, Computing
- Final action determined at Summer Commission Meeting
- Institutions normally notified in early August

Questions/Comments?





Accreditation Decisions

How Accreditation Decisions Are Made

- Each Criterion or Policy is evaluated to determine if it is met
- Each criterion or Policy is either
 - **Satisfied**
 - **OR HAS**
 - A **shortcoming**

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 lacks the strength of compliance with a criterion or policy 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 accreditation action

Two Comments on Findings

- Shortcomings 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**
- In most cases you will ***not*** see an increase in severity of a shortcoming after the draft statement – but it is a possibility

Findings → Actions and 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?





Transitioning to the New CAC Criteria

Computing Accreditation Criteria: Changes Overview

- Revisions to Existing Criteria:
 - CAC General Criteria revisions
 - Criterion 3: Student Outcomes
 - Criterion 5: Curriculum
 - Similar to changes within EAC
 - Significant changes to CS Program Criteria
 - Alignment with CS 2013
 - Stylistic changes to IS and IT Program Criteria
- New Cybersecurity Program Criteria:
 - CAC Program Criteria
 - In consideration of CSEC 2017 effort

Current Status

- Some of you have elected to use the new criteria (V2.0) in the 2018-19 cycle
 - Approximately 15 institutions elected to move
- Some of you have elected to remain with the current criteria (V1.0) in the 2018-19 cycle
- The new criteria will be required in 2019-2020 cycle

Programs Who Elected
To Move to the New
Criteria (V2.0)

Expectations for V2.0 Visits in Fall 2018

- Already have adopted the newly specified outcomes
- Any curricular changes required for compliance have been approved, even though some may not have been offered yet
- A plan for completing the transition
 - A program with a healthy assessment and evaluation process will not be penalized at the time of their visit if it is in the midst of switching from assessing their prior set of student outcomes to the newly mandated student outcomes

Programs Who Elected
To Stay With the Current
Criteria (V1.0)

Advice to 2018-19 V1.0 Institutions

- Review the new criteria to understand impacts
- Once your current visit is complete:
 - If no shortcomings – Begin immediately after the visit to implement the new outcomes and any required changes to assessment process and curriculum
 - If shortcomings – Evaluate when to transition depending on shortcomings

Making the Transition in Criterion 3/4

- Smaller set of **required outcomes** replace the previous **characteristics** (a-j)
- No longer a requirement for review and revision of outcomes
- Use posted side-by-side comparison to see where current assessments are applicable with the new outcomes
- Programs previously using characteristics as their outcomes should see reduction in assessment needs

Example

CAC Criteria Currently In Use (Version 1)	CAC Criteria for Use in 2019-20 (Version 2)
<p>The program must have documented student outcomes that prepare graduates to attain the program educational objectives. There must be a documented and effective process for the periodic review and revision of these student outcomes.</p>	<p>The program must have documented and publicly stated student outcomes that include (1) through (5) below and any outcomes required by applicable Program Criteria. The program may define additional outcomes.</p> <p>Graduates of the program will have an ability to: ...</p>
<p>The program must enable students to attain, by the time of graduation.</p>	<p>["Must enable" language has been removed. Items below in Criterion 3 are now student outcomes that must be assessed.]</p>
<p>(a) An ability to apply knowledge of computing and mathematics appropriate to the program's student outcomes and to the discipline.</p>	<p>[Now incorporated into Criterion 5, Paragraph 1]</p>
<p>(b) An ability to analyze a problem, and identify and define the computing requirements appropriate to its solution.</p>	<p>1. Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.</p>
<p>(c) An ability to design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs.</p>	<p>2. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.</p>

Making the Transition in Criterion 5

- All computing programs must now include topics on principles and practices for secure computing
 - This includes general computing programs
- Transition for IT, IS and general computing programs more straightforward than CS
 - CS changes bring it in line with CS 2013 curriculum model
 - IT and IS changes more stylistic

Making the Transition in Criterion 5 - CS

- Understand the topics that require “substantial coverage” and “exposure to”
- Be aware of the new requirement for a major project that requires integration and application of knowledge and skills acquire in earlier course work.
- Understand the revised math and science requirements
 - Math continues to be at least 15 semester credit hours
 - Science now says at least 6 semester credit hours with lab
 - No overall total specified

Expectations Going Forward

- Begin now so that at your next general review you have had six years to make the transition
- Use this as an opportunity to tune and refine your assessment processes
- Make your case for what your curriculum chooses to focus on – the criteria is vague on purpose



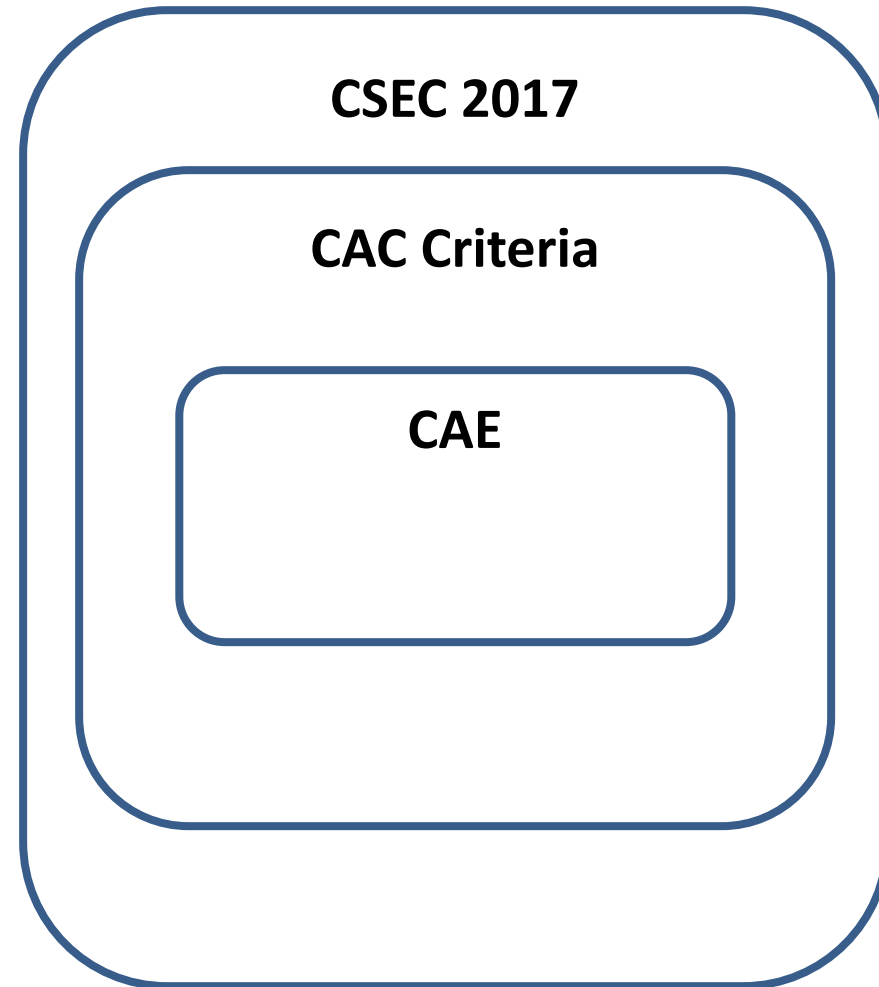
Cybersecurity Program Criteria

Cybersecurity Program Criteria

- Will provide a fourth named Program Criteria within CAC
- Based on CSEC 2017
- Stylized to fit CAC approach
 - Computing-based criteria
- Similar to other CAC Program criteria
 - Criterion 3 – Student Outcomes
 - Criterion 5 - Curriculum

CSEC2017 v. CAC Criteria v. CAE

- CSEC 2017
 - Describes overall cybersecurity space
- CAC Criteria
 - Circumscribes what can constitute a cybersecurity degree with flexibility
- CAE
 - Narrow requirements for cyber defense and cyber operations programs
 - Can meet CAC requirements and be in CSEC2017 space



Cybersecurity Program Criteria Timeline

- 2017-2018: First Reading Criteria
 - Public review and comment period
 - First round of pilot accreditation visits conducted
- 2018-19: Second Reading Criteria
 - Final approval sought
 - Second round of pilot accreditation visits conducted
- Starting in 2019-20
 - Regular accreditation visits conducted

Questions?

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Thank You !

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

Information about the Criteria changes is available on the ABET Webpage:

www.abet.org/accreditation/accreditation-criteria/accreditation-alerts/

Please complete the feedback form