Today’s Agenda

• Introductions
• ETAC Overview
• Timeline
  • Pre-visit
  • Onsite-visit
  • Post-visit
• Due Process & Accreditation Actions
Introductions

- Introduce yourself & institution
- What do you want to learn from today’s meeting?
ETAC Overview

• Executive Committee Introduction
• ABET/ETAC accredits PROGRAMS, not Institutions
• Accredits associate and bachelor degree levels
• Programs will undergo preliminary self-study review followed by site visit
Accreditation Timeline

Jan-August
Accreditation Request & Pre-Visit
• Institution requests accreditation
• Prepare Self-Study Report
• Team Assigned

Sep-Dec
Onsite-visit & Due Process
• Team visits institution
• Draft Statements Prepared
• 7-Day Response

Jan-Mar
Draft Statements & Due Process
• Institution Due Process
• Prepare Statement for Commission

Apr–Sep
ETAC Commission Action
• ETAC meets to vote final action
• Institution notified
Request for Accreditation

• Benefit
  • Programs evaluated against a set of international standards
• Program(s) are evaluated to:
  • ETAC General Criteria
  • Program Specific Criteria
  • Accreditation Policy and Procedure Manual
Self-Study Report

- Defines key accreditation requirements for Criterion
- Must be completed for each program and degree
- Multi-Mode or Multi-Site
  - Program(s) must demonstrate compliance in all modalities/routes to a degree
  - Separate assessments for each delivery method (eg. F2F, online, hybrid, or multiple locations)
By now, you should have......

✓ Team Chair assigned
✓ Self-Study report distributed
✓ Visiting team assembled/approved
✓ Set visit date

And be prepared to provide......

✓ Transcripts for each program (how many will depend on program size)
✓ Student names must be removed but a tracking system should be used
✓ Explanation of course substitutions
✓ Approval of transfer / substitution courses
Visiting Team

**Team Chair**
Primary Contact before and after the visit
Volunteers selected by ETAC EXCOM
Will decide communication protocol

**Program Evaluators**
Program Specialists
Volunteers selected by professional society

**Observers**
No vote in accreditation process
PEV training or state board member

- Technically Competent
- Trained & Evaluated by ABET
- Professional
- Organized
- Interpersonally Skilled
- Refresher Training
Before the Visit

Transcripts
- Sample from each program dependent on program size
- Document all paths to graduation

Additional information
- Clarification of self-study report
- Additional display materials

Logistics
- Hotel, facilities
- Transportation
- Parking
- Restaurants
- Onsite-visit schedule

Discuss with Team Chair on Communication Protocol
Are you ready?

At this time, the following tasks should be completed.

1. Visit date set
2. Team Chair approved
3. PEVs approved
4. Self-Study Report received by the team
5. Transcripts sent

Choose one that fit your situation. How many of the above tasks have been completed?

1. One
2. Two
3. Three
4. Four
5. All !!!

What else needs to be done?
Getting ready for the Onsite-visit

- Transportation (coordinated by TC)
- On-campus parking
- Transportation
- Maps
- Secure room within ET facilities
- Shredder
- Work space & display materials
- Office supplies
- Access to copier
- Wi-fi access
- Keys to room
- Drinks/snacks are appreciated

ABET team cannot accept gifts
# Display Materials

## Preparation
- Course materials, including course syllabi, textbooks, example assignments and exams, and examples of student work showing range of student achievement
- Evidence that the program’s educational objectives are based on needs of program constituencies
- Evidence of the assessment, evaluation, and attainment of student outcomes
- Evidence of actions taken to improve the program based on the evaluation of assessment data

## Review Process
- Assessment instruments used and connected primary evidence (student work) being assessed
- Summaries of the data with results reported in a usable form (have a “scorecard” for program student outcomes)
- Recommendations for program improvement based on the data (Continuous Improvement)
- Implementation and results

## Expectation
- Hardcopy or electronic
- Focus on outcomes and the process of meeting criteria
- Scorecard of assessment findings
- Completion of feedback loop
Display Area

We discussed the display area and work room:

1. Location
2. What materials are to be displayed
3. How materials are to be displayed
4. Access to the area

Out of the above four tasks, you fully understand and have plan of action for _____ out of the four tasks

a. One
b. Two
c. Three
d. All

What else must you do in order to be prepared?
## Sample Visit Schedule

### Sunday

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noon</td>
<td>Team lunch</td>
</tr>
<tr>
<td>1:30</td>
<td>Campus visit to look over display materials and facilities tour. (≤ 30 minutes).</td>
</tr>
<tr>
<td>5:00</td>
<td>Team dinner and evening meeting</td>
</tr>
</tbody>
</table>

### Monday

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30</td>
<td>Opening Meeting – brief orientation and review of visit.</td>
</tr>
<tr>
<td>9:00</td>
<td>Individual assignments&lt;br&gt;- TC meets with institution officials&lt;br&gt;- PEV with program chairs and faculty</td>
</tr>
<tr>
<td>12:00</td>
<td>Luncheon (typically hosted by institution)&lt;br&gt;- industrial advisory board, alumni, faculty, students</td>
</tr>
<tr>
<td>1:30</td>
<td>Resume Individual assignments</td>
</tr>
<tr>
<td>5:00</td>
<td>Evening classes and faculty</td>
</tr>
<tr>
<td>6:00</td>
<td>Team dinner and evening meeting</td>
</tr>
</tbody>
</table>

### Tuesday

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>Team follow-up and executive session</td>
</tr>
<tr>
<td>11:30</td>
<td>Individual briefings</td>
</tr>
<tr>
<td>Noon</td>
<td>Working lunch</td>
</tr>
<tr>
<td>2:00</td>
<td>Exit meeting</td>
</tr>
<tr>
<td>2:30</td>
<td>Team departs</td>
</tr>
</tbody>
</table>
Visit Schedule

The following are events that you will need to make arrangement / appointment with individuals well ahead of time. (do it NOW)

1. Sunday tour
2. Monday morning opening meeting
3. Monday luncheon
4. Exit meeting
5. Interviews with administrators, Presidents, Provost

Choose which applies

a. 1 and 4
b. 3, 4, and 5
c. 2, 3, 4 and 5
d. All of the above

Who else in your institution should be included?
Onsite-visit

During the visit, one of your program coordinator raised concerns with a PEV for unprofessional behavior. What should you do?

a. Tell the person to wait and put it in the PEV’s evaluation
b. Call the Team Chair and discuss the behavior
c. Confront the PEV yourself
d. Don’t do anything
Exit Meeting

Team chair makes introductory remarks and reads any statements or findings that apply at the institutional level.

Each program evaluator reads findings related to their program.

Team chair makes concluding remarks.

Leave copy of preliminary findings with institution.

This is a scripted meeting. There will be no surprises.
## Findings

<table>
<thead>
<tr>
<th>Strength</th>
<th>Observation</th>
<th>Concern</th>
<th>Weakness</th>
<th>Deficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognizes an exceptionally strong and effective practice or condition that stands above the norm and has a positive effect on the program</td>
<td>Offered to assist the institution in its continuing efforts to improve the program</td>
<td>Program currently satisfies criterion</td>
<td>Program lacks strength of compliance with criterion to ensure quality of program will not be compromised</td>
<td>Program does NOT satisfy criterion</td>
</tr>
<tr>
<td>Does not relate directly to the accreditation</td>
<td>Does not relate directly to specific criterion</td>
<td>Potential exists for the situation to change such that the criterion, may not be satisfied.</td>
<td>Remedial action is required to strengthen compliance with the criterion prior to the next evaluation</td>
<td>Action is required to restore compliance</td>
</tr>
</tbody>
</table>

*ABET*
Post-visit

- Preliminary findings provided at exit meeting
- 7 day response from institution for errors in fact
- Draft Statement by TC sent to institution 2-3 months after visit
- 30 day response* from institution on Draft Statement
- Final Statement from TC
- Post 30 day response due by May 20
- Commission Hearing
- Institution notified of action

*If no response is received either to provide or not providing materials during the 30 day response then post 30 day documentation may not be accepted. Response should fully document (provide evidence) any developments that could mitigate any shortcomings identified by the team.
Post-visit Follow-up

7 Day Response
- May submit a response to TC within 7 days of visit conclusion
- Addresses errors in fact only
- Does not include planned actions, actions in progress, or errors of interpretation

30 Day Due Process
- Documentation of corrective actions can be submitted as part of the 30 day response process once the draft report is provided to the institution

Evaluation
- Institution feedback is a key component in ABET’s continuous improvement efforts
- Online Team Chair evaluation
- Online PEV evaluation

Institutions and their programs should start working on corrective actions for any findings as soon as the visit is completed!
Due Process

Which of the following actions can a program take after the visit and before the July Commission meeting?

a. 7-day response - errors in fact
b. 30-day due process response to resolve shortcomings
c. Post 30-day response to resolve shortcomings
d. All of the above

NOTE: Some shortcomings may not be resolved in the time between the visit and the Commission meeting.
What Are We Learning From Current Cycle? (Before Due Process)

Findings Affecting Accreditation

- 1 Students: 6%
- 2 - PEOs: 14%
- 3 - SOs: 6%
- 4 - Cont Improv: 33%
- 5 - Curriculum: 10%
- 6 - Faculty: 7%
- 7 - Facilities: 4%
- 8 - Inst Sppt: 0%
- Program Crit: 0%
- APPM: 21%
What did we learn from previous cycles

• Compliance with Criterion 2 and 4 are major problems
  • 25% of reviewed programs had Criterion 2 shortcoming
  • 45% of reviewed programs had Criterion 4 shortcoming
Problems with Criterion 2 Program Educational Objectives

- Not all constituencies involved in review
- Process not documented
- Periodic Review
- Differentiating Student Outcomes vs PEOs
Problems with Criterion 4
Continuous Improvement

• Process not documented
• “regular”
• Assessment but no evaluation
• No demonstration of level of attainment
• No evidence results are used for continuous improvement of the program
II.A.6.a. Each ABET-accredited program must publicly state the program’s educational objectives and student outcomes.

Clicker Question:
Has your program(s) posted their objectives and student outcomes, annual student enrollment, and graduation data on the program’s web site?

a. Yes
b. No
c. Will do it next week!
APPMM Posting

• Institution catalogs and similar publications must clearly indicate the programs accredited by the commissions of ABET as separate and distinct from any other programs or kinds of accreditation. Each accredited program must be specifically identified as “accredited by the __________ Accreditation Commission of ABET, http://www.abet.org.”
Accreditation Action

- Engineering Technology Accreditation Commission (ETAC) decides the final accreditation action in mid-July, based on the final statement.
- ABET sends final statement and accreditation letter to institution (~August/September)

Only “Not to Accredit” can be appealed
Training Feedback

Which of the following area you would like more information?

1. Pre-visit: Display area, transcript preparation.
2. Visit schedule and during the visit information
3. After the visit information
4. Accreditation Process
5. Nothing. I’m ready to go
THANK YOU

ABET INSTITUTIONAL REPRESENTATIVE TRAINING