



ETAC Institutional Representative Training

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Today's Agenda

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



Introductions

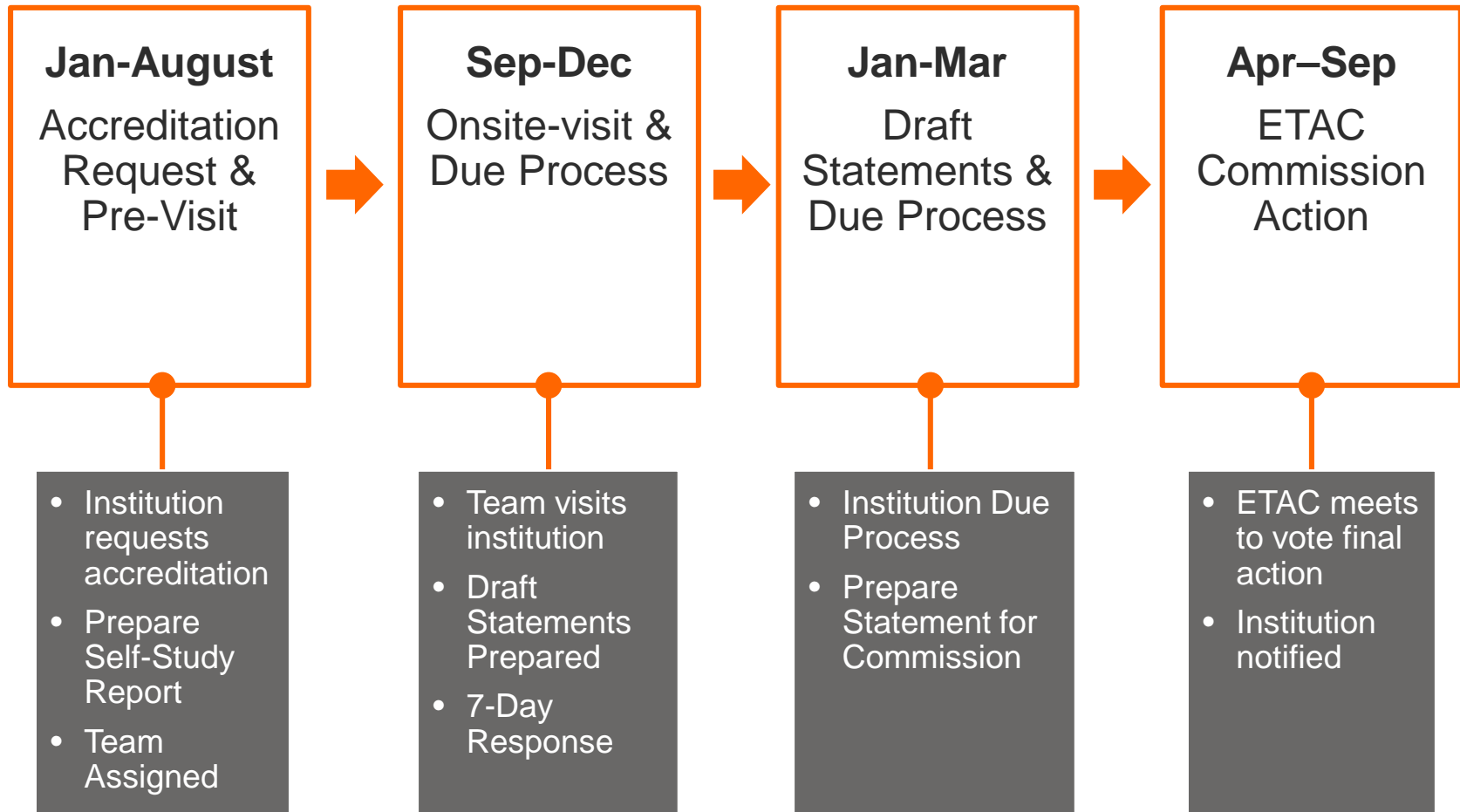
- Introduce yourself & institution
- What do you want to learn from today's meeting?



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



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**

**Refresher
Training**

**Trained &
Evaluated
by ABET**

Organized

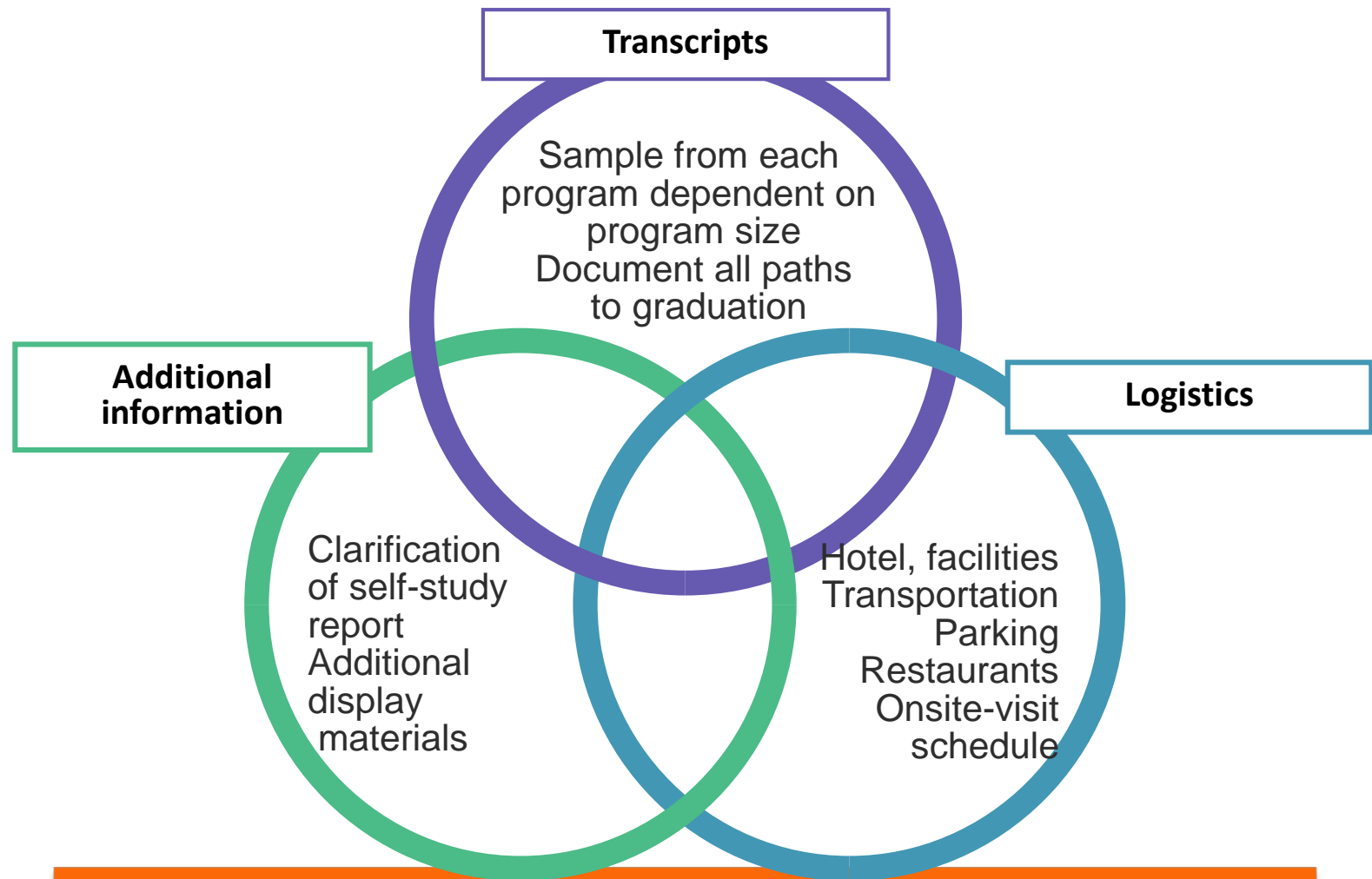
Professional

**Team
Oriented**

**Interpersonally
Skilled**



Before the Visit



Discuss with Team Chair on Communication Protocol

Are you ready?

At this time, the following tasks should be completed.

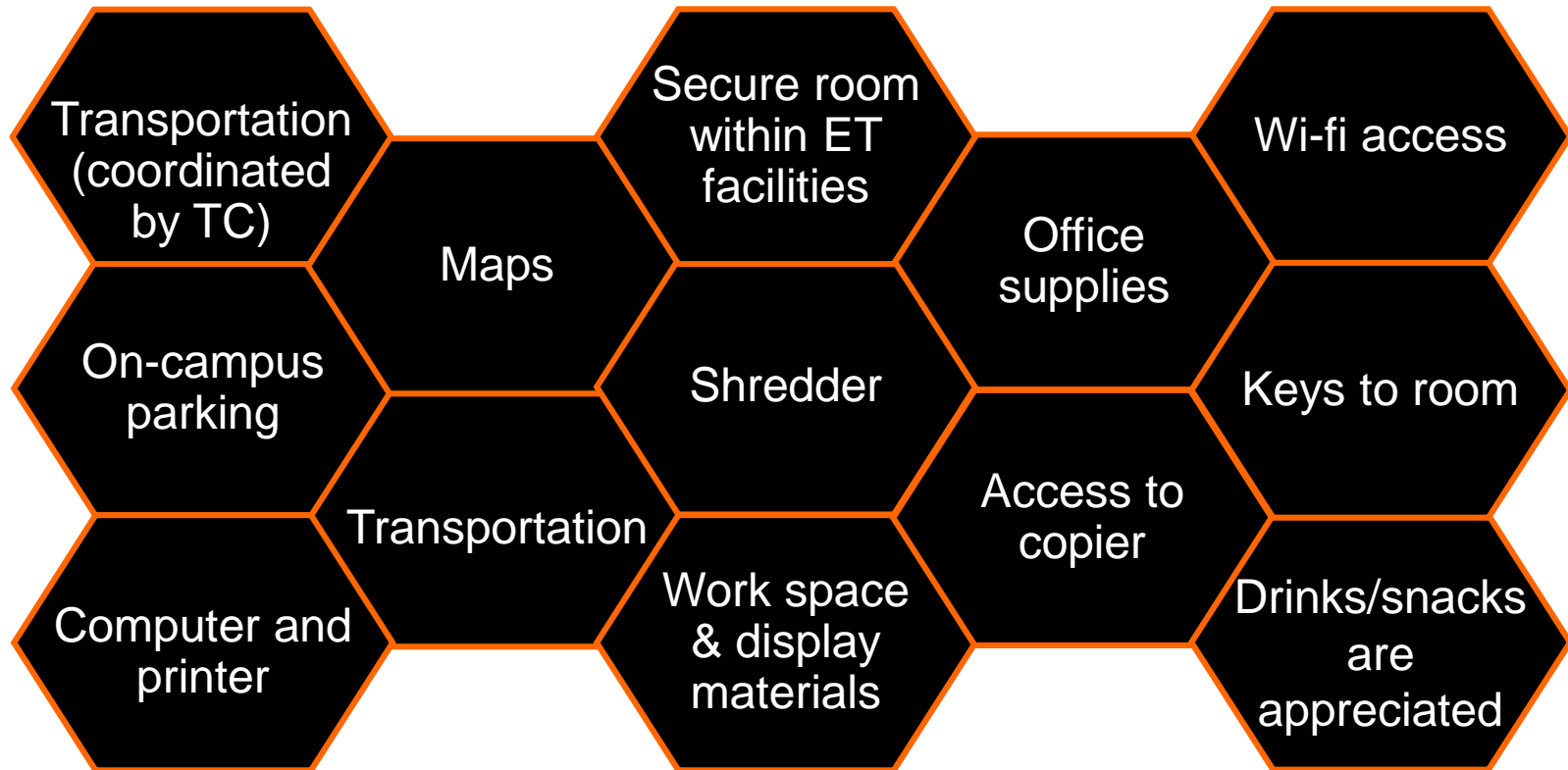
1. Visit date set
2. Team Chair approved
3. PEVs approved
4. Self-Study Report received by the team
5. Transcripts sent

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



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

Noon	Team lunch
1:30	Campus visit to look over display materials and facilities tour. (≤ 30 minutes).
5:00	Team dinner and evening meeting

Tuesday

8:00	Team follow-up and executive session
11:30	Individual briefings
Noon	Working lunch
2:00	Exit meeting
2:30	Team departs

Monday

8:30	Opening Meeting – brief orientation and review of visit.
9:00	Individual assignments -TC meets with institution officials -PEV with program chairs and faculty
12:00	Luncheon (typically hosted by institution) -industrial advisory board, alumni, faculty, students
1:30	Resume Individual assignments
5:00	Evening classes and faculty
6:00	Team dinner and evening meeting

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



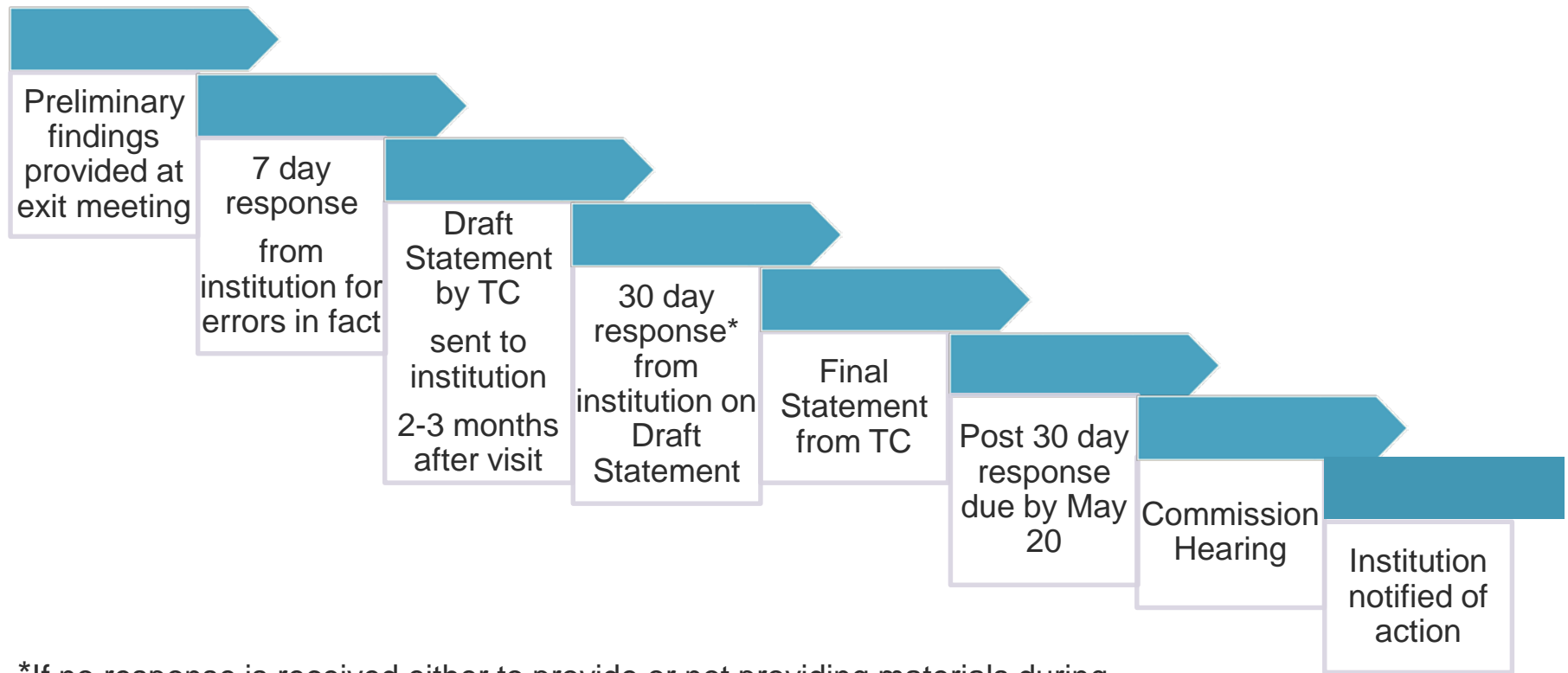
Leave copy of preliminary findings with institution

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

Findings

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

Post-visit



*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

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

Evaluation

Institution feedback is a key component in ABET's continuous improvement efforts

Online Team Chair evaluation

Online PEV evaluation

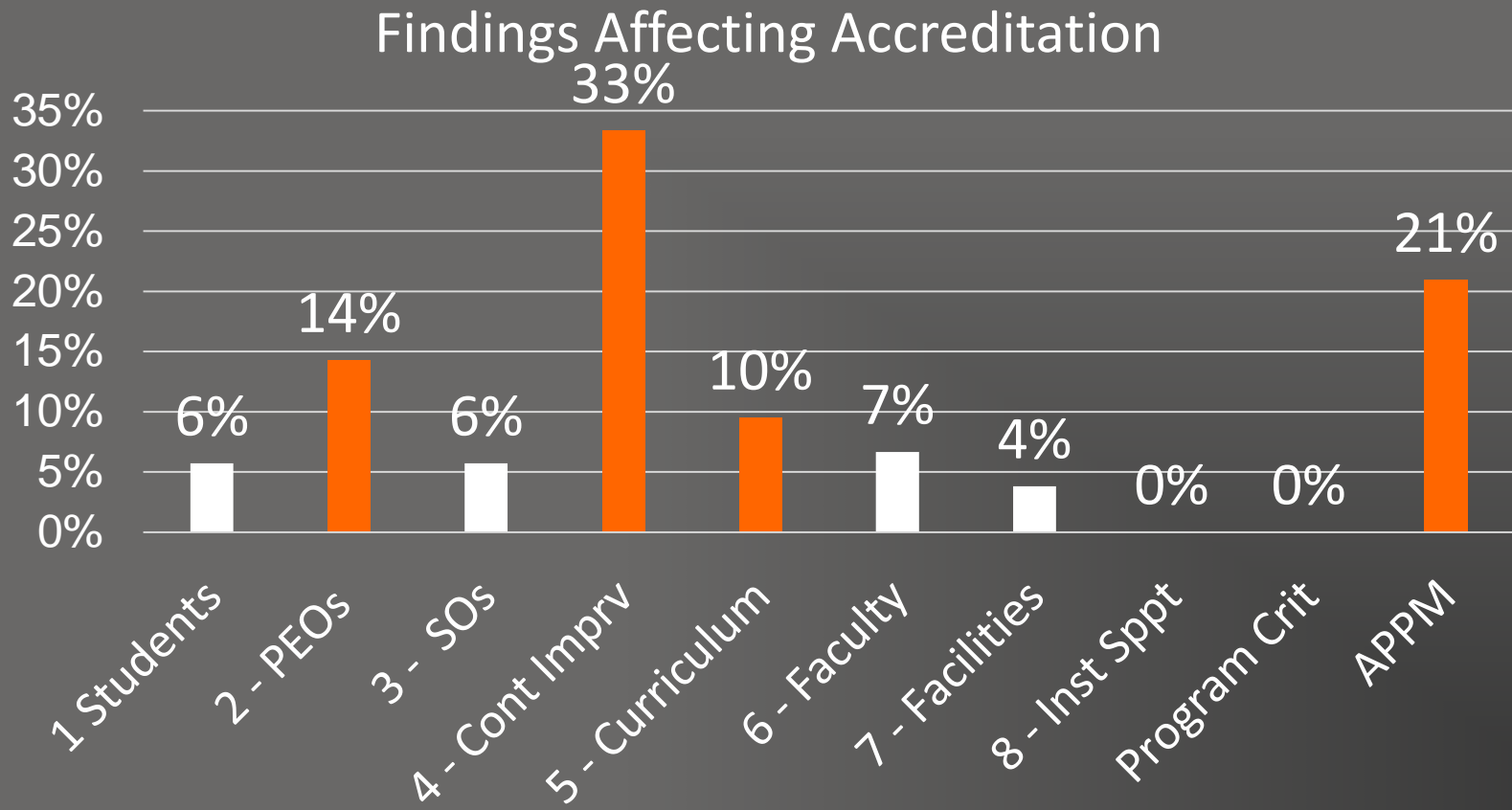
Due Process

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)



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

APPM Posting

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?

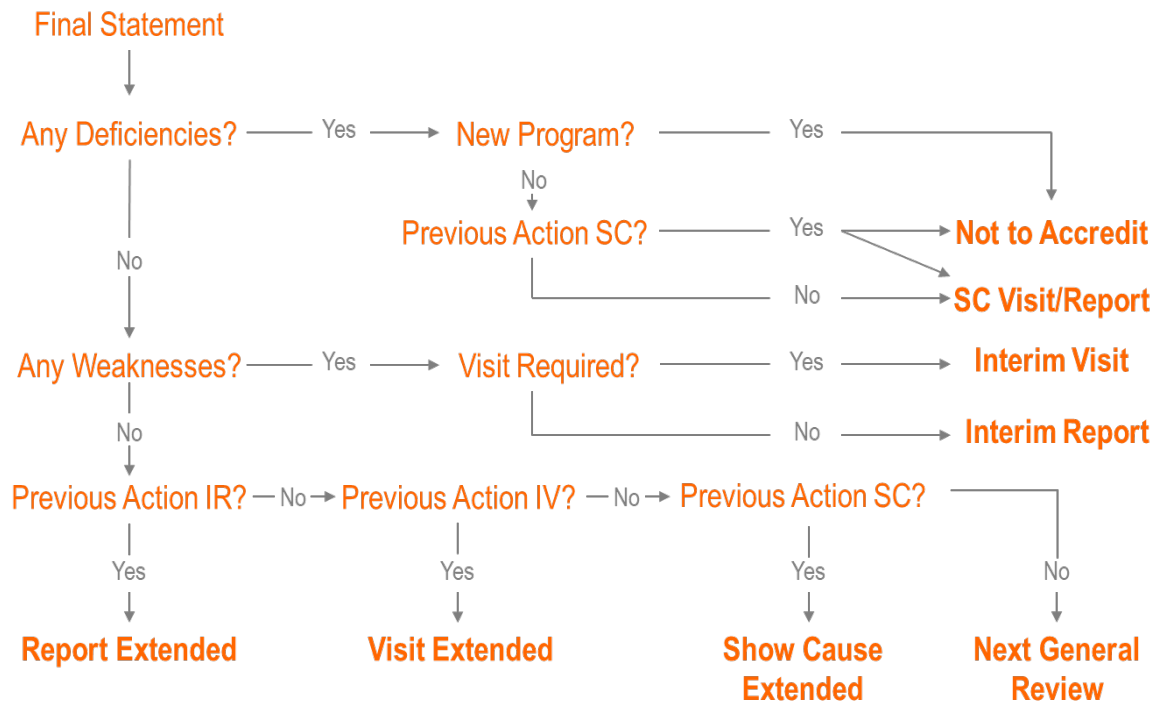
- a. Yes
- b. No
- c. Will do it next week!

APPM 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