



**CAC**  
**Institutional Representative**  
**Orientation**  
**August 2020**

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Accreditation Commission, Chair  
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Director, Computing



# Goals for Today

We want you to ...

1. Know what happens before, during and after your virtual visit
2. Understand how accreditation decisions are made
3. Understand the timetable for the next twelve months

# Basic Accreditation Timeline

Year "Zero"

Year One

Year Two

## ■ Fall

- Readiness Review (some new programs)

## ■ 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 Institutional Rep Orientation

## ■ 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, CY, 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 Virtual 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 virtual display materials
- Work with Team Chair on visit schedule
  - If part of a joint or simultaneous visit, you may have multiple schedules 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)
- Important to communicate regularly with your Team Chair

# 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.
- Exceptions to this would be 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.

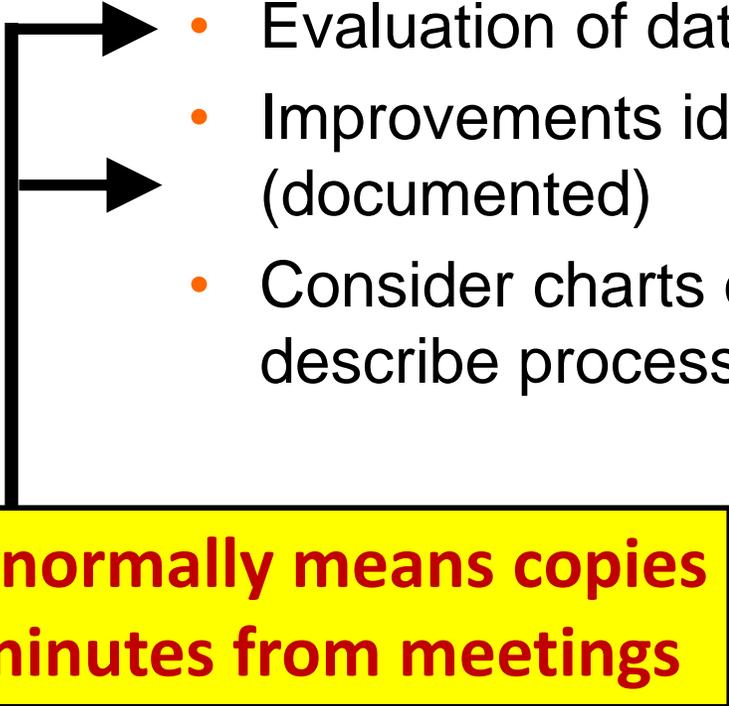
# Course & Assessment Displays

## Course Displays

- **All** courses 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
- Provide someone to provide an overview of the organization of the display materials when virtual access is given
- Provide access one month before the start of the virtual 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 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 Virtual Review

# Scope and Expectations

- **Planning** – There will be NO team travel to any on-site location. Teams will handle all planning and organization virtually.
- **Materials** – Programs are to provide all materials electronically (e.g., institutional system, Dropbox, email etc.).  
No printed, USB, or physical formats will be requested or accepted.

# Scope and Expectations

- **Facility Tours** – Programs will provide for virtual tours of the facilities and labs.
- **Interviews** – Teams will conduct all interviews of faculty, students, and staff virtually.

# Scope and Expectations

- **Exit Meeting** - The Exit Meeting will occur virtually.
- **Information Technology** - Zoom will be the default videoconferencing platform supplied and supported by ABET. Institutional requirements may drive an alternative videoconferencing platform.

# COVID 19 Impact on Program Delivery

- We understand you (and institutions world-wide), beginning March 2020, may have encountered the following:
  - Faculty and staff working remotely due to the global pandemic
  - Courses transitioning to fully-online
  - Laboratories being unavailable
  - Grading system changes such as pass/fail
  - Students studying under difficult circumstances
  - Data being difficult to collect and documentation difficult to produce

# Team Operational Mindset

- Our teams will NOT be judging your program(s) based on your response to COVID-19.
- We will evaluate the program and its processes over the duration of the accreditation cycle for compliance with the criteria and the APPM, rather than using just a snapshot in time.
- We will be reasonable in our approach and decision-making without compromising the quality and integrity of the review.

# Virtual Visit Dates and Duration

- We recommend scheduling your virtual visit between November 2020 and February 2021.
  - This allows you and the team time to plan to your virtual visit.
- Virtual visits may be extended beyond 3 days, but no longer than 1 week.
  - Team members and institutions may be in multiple time zones (you and the team will need to be flexible with the workday).
  - Some activities may need additional time to complete in the virtual modality.

# Planning/Transition Timeline

- At least eight weeks are needed to for your virtual review.
- The planning timeline involving the TC, PEVs, institution and its programs includes:
  - Setting the schedule to include virtual interviews, meetings, and facility tours
  - Providing electronic support materials and access for team review
  - Establishing IT hardware and testing

# Support/Display Materials

- Guided by APPM I.E.5.b. (2) – (8)
- Requirements are not different for virtual visits; however, the timing and methods of submission, organization, and presentation may be different.
- The program must make materials available at least one month prior to the start date of the virtual visit.
- Work with the Team Chair (and PEVs) to determine what materials they will require and where the materials will be located.
- Note, the APPM does NOT require access to textbooks.

# Support/Display Materials

- If an institutional system is used to provide access to evidence and documentation, team members must be given access to your network and the software.
- Guidance or training material on the institutional system must be provided so the team members can efficiently find evidence and documentation.
- Timeliness and testing are critical for the team to be able to conduct its work.
- Translation will be needed where the language of instruction is not English (follows APPM I.D.1.g.).

# Facility Tours

- Correlate with the equipment list from the Self-Study Report.
- Provide annotated photographs.
  - Allows the PEV to view the various instruments/equipment used.
- As soon as facilities are accessible, provide narrated, recorded videos.
  - Cover Labs, classrooms, library, and computing services
  - Short videos (10 min/lab, one video/lab or other location)
  - Smartphone quality will suffice – need audio and video
  - Include name, location, signage, general layout, safety, courses supported, instructional equipment, etc.
  - Early testing using a sample video to verify usability by team

# Facility Tours

- Later, the team may request a live, on-camera walkthrough, if the facilities are accessible. If facilities are not accessible, you will have the narrated videos as back up.

# Interviews

- Provide a private, well-connected, and suitably equipped location for one-on-one interviews.
- For group interviews, establish participant location, IT requirements, and A/V hardware needed to have a productive meeting.
- Testing is critical in all interview locations.
- Need to have institutional IT staff available for setup, testing, and troubleshooting.

# Exit Meeting

- Similar to those done in conventional reviews but may be abbreviated in duration.
- Program Audit Form will be available online in the Accreditation Management System (AMS).

# Information Technology

- Identify all personnel involved in the review.
- Identify your IT point of contact for the team and ABET HQ IT personnel.
- Zoom is the default ABET videoconferencing platform.
  - Team chair and PEVs will set up meetings. You will need to provide support at the institution.
- If requirements at your institution require an alternative videoconferencing platform, you will need to provide access, setup meetings, and provide training and support to the team.

# Information Technology

- Need to establish and test minimum IT requirements.
  - Bandwidth, wired and wireless connectivity, and security. Wired (ethernet) connectivity is always preferable.
  - Identify headset and microphone requirements for one-on-one and group interviews. Provide A/V hardware, training, and support to all institutional participants.
- Establish backup plans.

# Planning and Next Steps

- The TCs and PEVs have undergone extensive training developed specially for the 2020-21 virtual review cycle.
- The TC will provide you with explicit and detailed guidance on all critical areas of the review identified in previous slides.
- Communicate early and often with the team to assure the visit will be trouble-free and productive.
- A team of ABET Adjunct Accreditation Directors, HQ Staff, and an IT team will also be available to teams to support virtual visits.
- Finally, if you have questions, reach out to your team chair!

# 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 30-Day Due Process Response provided you submitted a Due Process Response (negotiated with TC but no later than May 31)

- ABET

- Draft Final Statement created by Team Chair, reviewed by two Editors and Adjunct Accreditation Director, Computing
- Final action determined at July Commission Meeting
- Institutions normally notified in 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 the 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 <b>NGR (6 years)</b>	No Deficiencies No Weaknesses <b>VE or RE or SE (2 or 4 years)</b>
No Deficiencies One or more weaknesses <b>IV or IR (2 years)</b>	No Deficiencies One or more weaknesses <b>IV or IR (2 years)</b>
One or more Deficiencies <b>SCV or SCR (2 years) or NA</b>	One or more Deficiencies <b>SCR or SCV (2 years)</b>

# Questions/Comments?



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# 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](http://www.abet.org)

Information about proposed Criteria changes is available on the ABET Webpage:  
[www.abet.org/accreditation/accreditation-criteria/accreditation-alerts/](http://www.abet.org/accreditation/accreditation-criteria/accreditation-alerts/)