

ETAC Guidance on Materials

From the 2021-2022 APPM:

I.E.5.b.(2) Materials – Evaluators will review materials that are sufficient to demonstrate that the program is in compliance with the applicable criteria and policies. Much of this information should be incorporated into the Self-Study Report (see I.D.1.f); additional evidence of program compliance may be made available to evaluators prior to and during the visit, using an on-line storage location. The program should make the following on-site materials available to the team during the visit, without duplicating materials provided in the Self-Study Report.

- *Materials addressing issues arising from the team’s review of the Self-Study Report or on-line instructional materials*
- *Documentation of actions taken by the program after submission of Self-Study Report as being available for review during the visit*
- *Materials necessary for the program to demonstrate compliance with the criteria and policies*
- *Representative examples of graded student work including, when applicable, major design or capstone projects*

Definition from the ABET Glossary

Materials necessary for the program to demonstrate compliance with the criteria and policies. These could include but are not limited to representative examples of graded student work including, when applicable, major design or capstone projects.

Guidance: What a team might request from a program/What a program should prepare for review

Introduction:

It is the program’s responsibility to demonstrate compliance with all applicable criteria, policies and procedure. These are materials that the team may request as evidence of compliance, if not previously provided as part of the Self-Study Report.

Criterion	Materials
1: Students (APPM Sections I.E.5.b.(7) & I.E.5.b.(8))	<ul style="list-style-type: none"> • Any additional transcripts requested by the team along with backup cover memos, graduation check sheets, degree audit reports. • Backup documentation for course substitutions or prerequisite waivers.
2: Program Educational Objectives (APPM Sections I.E.5.b.(3) & I.E.5.b.(4))	<ul style="list-style-type: none"> • Instruments used to involve constituencies in the PEO review process. • Representative data from constituency review instruments and their analyses. • Minutes of meetings or other evidence where PEO’s are reviewed, approved.

3: Student Outcomes	None (it should all be in the Self-Study Report)
4: Continuous Improvement (APPM Sections I.E.5.b.(5) & I.E.5.b.(6))	<ul style="list-style-type: none"> • Representative examples of student work used for assessment and the assessment tool (rubric, grading checklist, etc.) used to assess that student work • When applicable, major design, capstone, or comprehensive project examples and related assessment tool (rubric, etc.) as related to program student outcomes. • Student outcome attainment data, related evaluation instruments, and summaries of evaluation analyses. • Results of student outcome attainment evaluation used as input for continuous improvement actions of the program. • Documentation of faculty consideration of possible program improvements resulting from evaluation of student outcome attainment. • Documentation of improvement actions from sources other than assessment and evaluation.
5: Curriculum	<ul style="list-style-type: none"> • Evidence, e.g., sampling of student work, that demonstrates the breadth and depth of topic coverage and verifies the coverage of curricular elements specifically listed in Criterion 5 of the General Criteria and any applicable Program Criteria. • Representative examples of major design/capstone project/comprehensive project reports, as applicable. • [ETAC specific] Documentation demonstrating criterion required input by program's advisory committee.
6: Faculty	<ul style="list-style-type: none"> • Only if there are changes to the faculty or their loads after the Self-Study Report was submitted.
7: Facilities	<ul style="list-style-type: none"> • As applicable, SDS and MSDS, lab safety procedures and instructions, and inspection reports.
8: Institutional Support	<ul style="list-style-type: none"> • Only if there are changes in Institutional Support that occurred after the Self-Study Report was submitted
Program Criteria (if applicable)	<ul style="list-style-type: none"> • Materials for evidence of inclusion of curricular topics cited by the applicable program criteria. • Faculty qualifications if stated in the Program Criteria.

- Materials addressing issues arising from the team's review of the Self-Study Report or on-line instructional materials
- Documentation of actions taken by the program after submission of the Self-Study Report
- Documentation referenced in the Self-Study Report as being available to the team for review during the visit

Notes:

- ABET does not prescribe nor provide recommendations for the platform that a program should use to create its electronic materials repository. Whatever platform is used should provide for team access using commonly available information technology.
- Programs are advised to contact the team chair early to share the access process and organization of the electronic repository. It is generally recommended that materials be organized in a manner that facilitates demonstrating to the PEV compliance with the requirements of each criterion. Regular communication and coordination with the team chair will ease the access and review process for all involved.
- For programs where the language of instruction is not English, official records of academic work may be provided in the language of instruction with English translation; supporting materials may be in the language of instruction, but an English translator must be provided by the program and be available to the visit team to assist in understanding the supporting materials; and team may request written translation of selected supporting materials to verify compliance with criteria.