

INSTRUCTIONS FOR THE ETAC PEV WORKBOOK 2021-22 REVIEWS

NOTE: Please report any problems to your team chair and also send an email about the problem to etacdocs@abet.org so that your concern can be addressed by the ETAC Documents Committee.

DO NOT USE OLD VERSIONS OF DOCUMENTS THAT WERE INCLUDED IN EARLIER VERSIONS OF THE PEV WORKBOOK!

1. The T212 workbook for program evaluators contains all the files that a Program Evaluator will need for conducting a visit.
2. You have successfully downloaded the *T212 ETAC PEV Workbook* file to your computer and opened it. After reading these instructions you should move the **New U** directory to a convenient place in your file system for information about your visit or report and rename it appropriately. Do not bury this working directory too deeply in the file structure or you may experience path length errors such as “File not Found” when you click to open a file.
3. Your renamed **New U** folder has three subfolders: **Forms**, **Manuals and Guidance**, and **Training**. See Table 1 below for the contents of the PEV Workbook subfolders.
4. The AMS 2.0 Program Audit Tool will be used by PEVs for the 2021-22 cycle. Training will be provided and additional instructions will be provided at that time and subsequently posted for reference.

The following table shows the files in the “**New U**” folder that was created when you uncompressed the PEV Workbook. If you have any suggestions for improving any of these documents, please let your team chair know and send an email to etacdocs@abet.org so that the ETAC Documents Committee can be informed.

Table 1: PEV Workbook Files in the “New U” Folder

Sub-Folder	File Name (New Number)	
Forms	T002 ETAC Self Study Questionnaire	
	T351 PEV Report	
	T213 Program Introduction Template	
	T353 Program Self-Evaluation Checklist	
Manuals and Guidance	ETAC Criteria	A001 ABET Accreditation Policy and Procedure Manual
		T001 21-22 ETAC Criteria
		T001 19-20 ETAC Criteria (For Interim Reviews)
		T001 17-18 ETAC Criteria (For Second Interim Reviews)
	Statement Style and Editing	T402 GR Draft and Final Statement Template T111 Statement Style Guide
	Meeting Scripts	T701 Sample Exit Meeting Outline
		T702 Sample Orientation Meeting Outline
		T703 Sample Opening Meeting Outline
		A701 Common Exit Meeting Script—Simultaneous Visits
	Reference Materials	ABET Letterhead Template
		A040 Online-Multi-Site Modality Program Evaluation Guidelines
		T003 Self Study Guidance for Programs Having AS and BS Programs
		T121 Interview Guide for Program Evaluators
		T141 ETAC Program Audit Tool Tips
Training	T804 ETAC Pre-Visit Preparation for PEVs	
	T807 ETAC PEV Training	
	Zoom Video Conference Overview	