

## **OPENING MEETING ON FIRST DAY ON CAMPUS**

The following is a suggested outline opening meeting on campus. It usually involves the Team, President, Dean and other key institutional personnel. The purposes of the meeting are for the Team to thank the institution for requesting the review, to introduce the team, and to review the tasks and procedures to be followed.

1. Introductions
  - ETAC team
  - Institution representatives
2. The Accreditation Process
  - Highlight the full accreditation process from pre-visit through statement writing/editing, to annual meeting review, and final action/statement.
  - Visiting team is part of the entire process; they act as eyes and ears of ETAC of ABET
  - All decisions are “team-based”. Preliminary findings are reviewed during the exit meeting
  - Team Chair writes draft statement based on findings; assigns preliminary severity levels.
  - Draft statement is edited and reviewed by ETAC Executive Committee
  - Draft statement is emailed to Dean for review and comment (with copy for President of the institution) 8 to 10 weeks after completion by Team Chair.
  - Institution is requested to respond to the draft report within 30 calendar days of receipt.
    - ✓ Review policy as to what can be accepted; such as resolution of findings - completed action(s) will be considered, good intentions do not work.
    - ✓ Report corrective actions taken since visit or other pertinent matters.
    - ✓ Response preferably brief and to the point.
  - From time to time, a program may need to submit supplemental information after the due-process response has been sent. Inform the institution that the deadline for accepting supplemental information is May 20.
  - ETAC meets and considers statement and institution's response before taking accreditation action in July.
  - Institution President formally notified of final accreditation action by letter from ETAC-ABET by late July/August.
3. The Visit Schedule (on-campus visits)
  - Confirm arrangements for conference room, meals (including the luncheon or other meal to be hosted by the institution), and transportation.
  - Team Chair re-confirms schedule for meetings with President, Academic Dean, Dean of Students; etc.
  - Team members to begin work with departments as quickly as possible.
  - Arrange to observe evening or off-campus offerings.
  - Set/Confirm final plans for exit meeting time and process.
4. Outline the Exit Meeting Procedures
  - Selection of attendees is entirely the President's decision.
  - If guidance is requested, suggest that at least the President, key Deans, and key Department Heads attend. If the President wishes, faculty members, staff and student leaders may be invited.
  - Team reviews findings – institutional followed by individual programs.

- Oral reports will give highlights and main points of findings but will not give accreditation recommendations. **Team's recommendation is not final**, subject to review and change.
  - Team Chair submits findings to Dean/Chair before leaving campus.
  - Request no tape recorders be used or stenographic transcripts be taken.
  - Will invite factual corrections or identification of omissions or questions due to lack of clarity.
  - No debate, rebuttal, or extensive discussion
  - Copies of the preliminary findings (form T301) will be left with the president or the person designated by the president.
5. Institution Presentation
- Should include their Continuous Improvement process, status of initiatives, assessments, evaluation data, and arrangement of exhibits.
  - Note that this is their opportunity to update information submitted in self study, and to present evidence of how well the criteria are being met. Manage time carefully, but allow sufficient time for them to present important elements.
6. Adjourn
- Team begins the interviews and reviews evidence.