

## **SAMPLE EXIT MEETING OUTLINE**

Attendees: ETAC team members (team chair presides), institution President, and institutional personnel of president's choice.

Time and Duration: Try to schedule campus departure so that the exit meeting need not be rushed, but keep it short enough to avoid it becoming a debate session. Allow no more than 10 minutes per program.

Process:

1. Prior to the meeting the team chair drafts the Exit Meeting script using the A701 template; reviews various parts with the PEV's and other co-chairs as appropriate. A draft A701 should be prepared in advance of the scheduled visit.
2. Provide thanks on behalf of team for courtesy, cooperation, hospitality.
3. Provide other compliments as appropriate, such as to Dean, Department Head, faculty members on excellent preparation/display, arrangements for visit, etc., to President and others for making themselves available.
4. State the procedure to be used:
  - The team will report its findings, and leave a copy of preliminary findings (PAF T301 document generated by AMS PAT) – but they will not discuss accreditation recommendation they will make.
  - Emphasize that all findings and severity assignments are preliminary and subject to change as the statement moves through the due process.
  - Request institution participants to identify errors of fact or omission or need for clarification. However, do not invite or permit debate or rebuttal.
  - Emphasize the role of the team as information gatherers - including qualitative factors - for the Engineering Technology Accreditation Commission of ABET.
  - Review the sequence of presentations as well as definitions of any ABET terms such as deficiencies, weaknesses and concerns.
  - Reiterate that team's recommendations are not final but are subject to review and change. Review due process procedure and encourage the program to participate.
  - Ask that there be no transcripts or recordings. If the institution insists, reiterate that team's comments are not the official TAC of ABET report then use great care in the discussion.
5. Presentations.
  - Team chair discusses institutional observations.
  - Team members present, Deficiencies, Weaknesses, and Concerns using the AMS generated PAF T301s. Observations are written separately and presented.
6. Review the reporting sequence and timing, preparation and editing of the draft statement, due process, full ETAC review in July, and final statement in August.
7. Remind the institution of the May 20 deadline for submitting supplemental information.
8. Review ABET policy on public release of information, proper terminology, and confidentiality of accreditation statements.
9. Remind the president of the importance of the due process responses.
10. PEV's / Team Members return physical copies of the self study report, publications, and other related review documents to the institution. Team Chair should keep copies of all relevant materials for preparation of the accreditation reports.
11. Collect completed and signed T351 reports, with accreditation recommendation, from the team members along with any important supporting documents. -- make no exceptions.