CAC
Institutional Representative Orientation
August 2021

Cary Laxer, 2020-21 Computing Accreditation Commission, Chair
Harold Grossman, Adjunct Accreditation 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
Before we start …

- The chat feature has been disabled
- Please use the Q&A feature to ask questions
- The slides are posted at https://www.abet.org/accreditation/accreditation-criteria/ (scroll down to Computing Accreditation Commission (CAC))
Basic Accreditation Timeline

Year “Zero”
- Fall
  - Readiness Review (some new programs)

Year One
- 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

Year Two
- 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)
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 are 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
  ▪ There should be a consistent organization for all courses by the department

• 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 have returned to our usual timeline for visits this year between September and December 2021.
• 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 plan 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.
- 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
- Narrators give verbal permission to be recorded
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 2021-22 virtual review cycle. Many also have experiences from last year’s virtual visits to work from.
- 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 identified 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
  ▪ The Draft Final Statement is held for review by the full Commission at its July Meeting for determining final action
  ▪ 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

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Questions/Comments?
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

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