INSTITUTIONAL REPRESENTATIVE VISIT PREPARATION

August 2021
WELCOME!
ETAC INSTITUTIONAL REPRESENTATIVE WEBINAR

We will be recording today’s webinar
• The recording and the slides will be available on ABET’s public website
• All Institutional Representatives will receive a follow up email with the link to the recording and slides and instructions to their location on the ABET public website.
• You will have access to webinars for all 4 commissions

Q&A
• You have opportunity to ask questions throughout the webinar using the Q&A button at the bottom of your Zoom screen.
• Chat function is disabled.

We will not be providing technical support during today’s webinar. Recordings will be available after webinars are completed.

If we are unable to address all your question due to time constraints, please follow up with your team chair.
Agenda

• **ETAC Overview**

• **Timeline**
  – Pre-visit activities
  – VIRTUAL VISIT Activities
  – Post-visit sequence

• Due Process & Accreditation

• Q&A

Our mutual goal is to have a successful and productive accreditation visit!

Covered in Evaluation Preparation Webinar (Spring)
2021-2022 ETAC Executive Committee & Today’s Presenters

- April Cheung: Chair
- Carol Schulte: Chair-Elect
- Scott Danielson: Past Chair
- Raju Dandu: Vice Chair - Operations
- Steven Browning: Public Commissioner
- Mark Lower: Member-at-Large
- Harrie Stevens: Member-at-Large
- Marty Reed: Member-at-Large
- Berrin Tansel: Institutional Representative
- Venny Fuentes: Member-at-Large
- Lorraine Kapka: Board Area Delegation Chair
- Venny Fuentes: Member-at-Large
- Tom Hall: Past Past Chair
- ETAC Editor
- Webinar Chair
Accreditation Timeline

**Jan-Aug**
Accreditation Request & Pre-Visit
- Institution requests accreditation
- Prepare Self-Study Report
- Team Assigned

**Aug-Nov**
Prior to visit (at least one month prior to visit)
- Prepare recorded facility tours
- Provide access to supporting materials

**Sept-Dec**
Virtual visit & Due Process
- Virtual visits
- Draft Statements Prepared
- 7-Day Response

**Dec-May**
Draft Statements & Due Process (30-day & post 30-day)
- Institution Due Process
- Prepare Statement for Commission

**July**
ETAC Commission Action
- ETAC meets to vote final action
- Institution notified
By now, you should have...

- Team Chair approved
- Visit dates set
- Self-Study report uploaded
- Visiting team PEVs approved

Prepare to provide...

- Transcripts for each program
  - Team chair can provide guidance on number of transcripts
  - Student names should be removed and replaced by a tracking system
- Explanation of course substitutions & course waivers
- Approval process for transfer/substitution/waiver of courses
- Graduation audit form

Follow-up with Team Chair: Transcript and Enrollment documentation
Before the Visit

Transcripts
- Sample from each program
- Document all paths to graduation

Additional information
- Clarification of self-study report & additional supporting materials needed

Logistics
- All visits will be handled virtually. IT support provided by institutions

Follow-up with Team Chair on Communication Protocol
What does a Virtual Review look like??

The goal is to conduct a virtual visit which achieves the same goals as a traditional on-site visit, recognizing the team members and institution representatives may all be in different time zones.

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<th>Logistics</th>
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<tr>
<td>No team travel</td>
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<td>Programs to provide virtual facility and lab tours</td>
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<td>Interviews of students, faculty, and staff conducted virtually</td>
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<td>Supporting materials to be provided electronically (Institutional or 3rd party i.e. Dropbox, Google)</td>
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<td>No exchange of printed materials, USB, or other physical formats will be requested or accepted</td>
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<th>Systems</th>
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<td>Zoom is the default ABET videoconferencing platform</td>
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<td>If requirements at your institution require an alternative videoconferencing platform, you will need to provide access, set up meetings, and provide training and support to the team.</td>
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<tr>
<td>Work with Team Chair to set up meetings. (IT support provided by institution)</td>
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**NOTE:** Any type of electronic recording of live ABET accreditation conversations or meetings is prohibited.
Getting Ready for a Virtual Visit

Requirements are not different for virtual visits; however, the timing and methods of submission, organization, and presentation may be different.

- The program must make supporting materials available at least one month prior to the start date of the virtual visit.
- Teams AND programs benefit from clearing up documentation and supporting material issues before the visit begins.
- Work with the Team Chair and PEVs regarding supporting materials they will require and where the materials will be located.
- Guidance on materials from the institution must be provided so team members can work efficiently.
- If an institutional system is used for documentation, team members must be given access to your network and the software.

Note: Programs need not duplicate and resubmit documentation and supporting material submitted with the Self-Study Report.
Facility Tours

**Laboratory Tours**
- Identify the name of lab and physical location in building/on campus
- Identify who uses the lab and the courses the lab supports
- Provide a general layout and views of the setting of labs
- Show safety equipment (PPE, eyewash stations, showers, first aid kits, SDS sheets, inspection reports, etc.)
- Identify number of instructional experimental setups in the lab
- Show instructional equipment and supplies
- Provide the number of students working concurrently in the lab or on any single experimental station (capacity)

**Classroom Tours**
- Show bigger and smaller classrooms, to give the team a sense for representative types of classrooms
- Show a regular (whiteboard) and a technology classroom with associated audio-visual equipment
- Identify the courses using the classroom
- Provide the capacity of the classroom
- Show a typical instructor station
- Pan the classroom to provide a sense of its general condition
- Show student study rooms and spaces

**Note:** All parties involved in the pre-recorded laboratory/classroom tours must be identified by name and provide their recorded consent to be recorded.
Tips and Guidance for Videos

- Develop the pre-recorded videos as early as feasible. If campus accessibility becomes a problem as the academic year progresses, you will have addressed this critical component of the review.
- Where possible, use a smartphone (typically has a decent camera) rather than an iPad (awkward to hold) or a video camera (does not integrate with Zoom easily for a live broadcast).
- Have 2 people record tours: 1 holding the camera with the other narrating.
- Charge your phone before the tour.
- Use landscape mode for a better and larger image.
- Record the tour through Zoom.
- Have WiFi and LTE services turned on.
- Start each tour with a view of the signage for the space.
- Include name, location, signage, general layout, safety, courses supported, instructional equipment, etc.
- Move the camera slowly around the room. Rapid movement will make it impossible to clearly see details.
- Provide a narrative as you walk through the tour.
- Short videos (10 min/lab, one video/lab or other location).
- Practice a live tour prior to the virtual visit.
Interviews & Group Meetings

✓ One-on-one meetings, such as interviews with institutional personnel and faculty are easier to do.
✓ All participants will require a camera and are encouraged to use a headset, for high fidelity in communications.
✓ Group meetings, such as meetings with students, advisory boards, and the exit interview require some thought.

1. Determine if the participants will be on campus
2. In-person groups will need shared microphone & external speaker
3. Headsets are preferred for individual interviews
4. Conference rooms with audio/video capability
5. Provide breakout rooms for small group discussions
6. Business Zoom license for large range of capabilities
7. Determine IT/Bandwidth requirements (Wired, wireless, and cellular)
8. Schedule and conduct testing
9. Recording is Prohibited
Are you ready?

The following tasks should be completed soon:
1. Team Chair approved
2. PEVs approved
3. Self-Study Report received by the team
4. Transcripts/Audit forms uploaded to AMS
5. Establish team-accessible file storage system

Choose one that fits your situation. How many of the above tasks have been completed?

A. One
B. Two
C. Three
D. Four
E. All !!!

What else needs to be done?

Follow-up with Team Chair: Outstanding tasks
## Supporting Materials (APPM I.E.5.b (5))

<table>
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<tr>
<th>Preparation</th>
<th>Review Process</th>
<th>Expectation</th>
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</table>
| - Course materials, including course syllabi, example assignments and exams, and examples of student work showing range of student achievement  
- Evidence that the program’s educational objectives are based on needs of program constituencies  
- Evidence of the assessment, evaluation, and attainment of student outcomes  
- Evidence of actions taken to improve the program based on the evaluation of assessment data | - Assessment instruments used and connected primary evidence (student work) being assessed  
- Summaries of the data with results reported in a usable form (have a “scorecard” for program student outcomes, demonstrate level of attainment)  
- Recommendations for program improvement based on the data (Continuous Improvement)  
- Implementation and results | - Electronically available with easy access to ABET team members  
- Focus on outcomes and the process of meeting criteria  
- Demonstrate level of attainment  
- Completion of feedback loop |

### Textbooks are not required

Supporting materials must be available/accessible by PEVs at least one month prior to virtual visit
Supporting Materials

We have discussed the supporting materials:

1. Location
2. What materials are to be available
3. PEV access to files
4. Guidance on how to access information

Out of the above four tasks, you fully understand and have plan of action for _____ out of the four tasks

A. One  
B. Two  
C. Three  
D. All

What else must you do in order to be prepared?
Traditional Schedule Recast into Virtual Schedule

Day 0
Traditionally for reviewing supporting materials and conducting facility tours. For a virtual visit, teams should complete these tasks well before Day 0.

Day 1
Meetings may occur over a span of one or more days, depending on the overlap of time zones between the team members and the institution.

Day 2
Working on statements and Exit Meeting remain at the end of the virtual visit and might also require more than one day.

The supporting materials must be available one month prior to Day 0.
Sample Visit Schedule

Prior to Day 0
- Team Meeting
- Facility Tour
- Materials Review

Day 0
- Meetings with the Dean and Program Heads

Day 1
- Opening Meeting – brief orientation and review of visit.
- Individual assignments
  - TC meets with institution officials
  - PEV with program chairs and faculty
- Interviews
  - industrial advisory board, alumni, faculty, students

Day 2
- Team follow-up
- Individual briefings
- Exit meeting

Meetings with the Dean and Program Heads
The team chair should plan on meeting with the Dean each day of the virtual visit and program evaluators should meet with the heads of their programs to keep everyone connected and to make sure there are no surprises.
Visit Schedule

The following are events for which you will need to make arrangements/appointments with individuals well ahead of time. (Do it NOW)

1. Facility tours
2. Opening meeting
3. Advisory Board interviews
4. Exit meeting
5. Interviews with administrators, President, Provost

Choose all that apply to your institution:

A. 1 and 4
B. 3, 4, and 5
C. 2, 3, 4 and 5
D. All of the above

Who else in your institution should be included?

Follow-up with Team Chair: Visit schedule, attendance, logistics (IT, etc.)
Exit Meeting

1. Team chair makes introductory remarks and reads any statements or findings that apply at the institutional level.

2. Each program evaluator reads findings related to their program.

3. Team chair makes concluding remarks.

4. Preliminary findings will be entered into AMS. The Dean will have access to the information in AMS.

This is a scripted meeting. There should be no surprises. Recording is prohibited.
# Findings

<table>
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<tr>
<th>Strength</th>
<th>Observation</th>
<th>Concern</th>
<th>Weakness</th>
<th>Deficiency</th>
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<tr>
<td>Recognizes an exceptionally strong and effective practice or condition that stands above the norm and has a positive effect on the program</td>
<td>A comment or suggestion offered to assist the institution in its continuing efforts to improve the program</td>
<td>Program currently satisfies criterion</td>
<td>Program lacks strength of compliance with criterion to ensure quality of program will not be compromised</td>
<td>Program does NOT satisfy criterion</td>
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<tr>
<td>Does not relate directly to the criteria</td>
<td>Potential exists for the situation to change such that the criterion may not be satisfied.</td>
<td>Remedial action is required to strengthen compliance with the criterion prior to the next evaluation</td>
<td>Action is required to restore compliance</td>
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Post Visit

- Preliminary report provided at exit meeting
- Draft statement by TC sent to institution 2-3 months after visit
- Final statement from TC
- Commission Hearing

*If no response is received either to provide or not providing materials during the 30-day response then post 30-day documentation may not be accepted. Response should fully document (provide evidence) any developments that could mitigate any shortcomings identified by the team.
## Post-visit Follow-up

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<tr>
<th>7 Day Response</th>
<th>Due Process</th>
<th>ABET Team Evaluation</th>
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<tr>
<td>May submit a response to TC within 7 days of visit conclusion</td>
<td><strong>30-Day</strong> Documentation of corrective actions can be submitted as part of the 30-day response process once the draft report is provided to the institution</td>
<td>Institution feedback is a key component in ETAC’s continuous improvement efforts</td>
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<tr>
<td>Addresses errors in fact only</td>
<td><strong>Post 30-Day</strong> Limited to information not available at the time of the 30-day due process period</td>
<td>Online Team Chair evaluation</td>
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<tr>
<td>Does not include planned actions, actions in progress, or errors of interpretation</td>
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<td>Online PEV evaluation</td>
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Due Process

Which of the following actions can a program take after the visit and before the July Commission meeting?

a. 7-day response - errors in fact
b. 30-day due process response to resolve shortcomings
c. Post 30-day response to resolve shortcomings
d. All of the above

NOTE: Some shortcomings may not be resolved in the time between the visit and the Commission meeting.

Follow-up with Team Chair: other questions / concerns
What did we learn from previous cycles?

- PEOs
- Student Outcomes
- APPM
- Facilities
- Curriculum
- Institutional Support
- Faculty
- Students
- Program Criteria
- Continuous Improvement
What did we learn from the last cycle?

- **Criterion 4**
  - 23% of shortcomings*
  - Process not regular or documented
  - Not all SOs assessed
  - Assessment but no evaluation
  - No demonstration of level of attainment
  - No evidence results used for continuous improvement of the program

- **Criterion 2**
  - 16% of shortcomings*
  - Process not documented, systematically used, or effective
  - All key constituencies not involved in the review or revision

- **Criterion 6**
  - 15% of shortcomings*
  - Faculty size not sufficient for continuity of programs

* Before due process
2020-2021 Finding Progress

Findings Before Due Process

Findings After Post-30-Day

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Legend:
- **Deficiency**
- **Weakness**
- **Concern**
- **Resolved**
2020-2021 Finding Progress

- Deficiency: 32 Before DP, 1 After DP
- Weakness: 126 Before DP, 47 After DP
- Concern: 85 Before DP, 109 After DP
- Resolved: 28 Before DP, 114 After DP

Legend:
- Before DP
- After DP
Criterion 4 Continuous Improvement
Common Findings

- **Process**
  - Process not documented, appropriate, or regularly used

- **Assessment**
  - Not assessing ALL student outcomes
  - Not using direct or primary assessment data for measuring student outcome attainment
  - Student outcomes not assessed at least once during a program’s defined cycle (e.g., 2 yrs., 3, yrs.)

- **Evaluation**
  - Not evaluating assessment data
  - No demonstration of attainment level of Student Outcomes

- **Continuous Improvement**
  - Not using evaluation results to improve the program
  - Using inappropriate assessment and evaluation processes to avoid taking improvement actions
  - Not improving program only because attainment goal achieved
APPMM Requirement

I.A.6.a. Each ABET-accredited program must publicly state the program’s educational objectives and student outcomes.

Has your program(s) posted their objectives and student outcomes, annual student enrollment, and graduation data on the program’s web site?

A. Yes
B. No
C. Will do it next week!
APPMM Requirement

Institution catalogs and similar publications must clearly indicate the programs accredited by the commissions of ABET as separate and distinct from any other programs or kinds of accreditation. Each accredited program must be specifically identified as:

Accreditation Action

*Only “Not to Accredit” can be appealed*
Time to get started!

- Identify your IT point of contact and ABET HQ IT personnel.
- Communicate early and often with your Team Chair to assure the visit will be trouble-free and productive.
- Confidentiality is important. Don’t broadcast meeting details and passwords

If you have questions, reach out to your team chair!
References

abet.org/accreditation/accreditation-criteria/

Engineering Technology Accreditation Commission (ETAC)

2021-2022 Criteria
2020-2021 Criteria
2019-2020 Criteria
2018-2019 Criteria
2017-2018 Criteria
2016-2017 Criteria
ETAC Program Evaluator Workbook
Facilities — Sample Thermofluids Lab Tour and Live Walkthrough (Video)

ETAC 2021-2022 Institutional Representative Webinar Recording — Part 1
2021-2022 Institutional Representative Slides — Part 1
2021-2022 Preparing Interim Reports Webinar Recording — Part 1
2021-2022 Interim Review Guidance for Institutional Representatives Slides — Part 1
ETAC Program Self-Evaluation Tool
How to Approve a PEV
How to Approve a Team Chair
Training Feedback

Select the area(s) where you would like more information.

A. Pre-visit: Tours, transcript preparation.
B. Visit schedule and virtual visit information
C. After the visit information
D. Accreditation Process
E. Nothing. I’m ready to go

In which areas do you need more information?
Thank you!

ETAC INSTITUTIONAL REPRESENTATIVE VISIT PREPARATION

Please provide us your feedback for this session

meet.ps/etac

- Survey is only for the Institutional Representatives
- There are 5 very short questions
- Poll should begin automatically when this meeting ends
- Link can be opened using any browser or a smart phone