Preparing Interim Reports
2022-23 Accreditation Cycle

Presented by the

Engineering Technology Accreditation Commission

to

Institutional Representatives

February 22, 2022

WELCOME!

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.

Q&A

- You have opportunity to ask questions throughout the webinar using the Q&A button at the bottom of your Zoom screen.

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 contact your Team Chair

Introductions & Agenda

Mark Lower

Executive Committee Member-at-Large

Clay Gloster

ETAC Commissioner

1) Interim Review Overview
2) Timeline & Process
3) Guidance & Expectations
4) Examples
5) Bonus: Reviews with Visit

Interim Reviews:
Description, Timeline, and Process

Description of Interim Reviews

- An Interim Review addresses shortcomings (D, W, and C) remaining from the last accreditation action.

  - Programs submit a focused report that addresses only unresolved shortcomings from previous review (not a comprehensive self-study report addressing all the criteria).

  - Evaluation is relative to the question:
    "Have the shortcomings identified in the last review been resolved?"

  - Interim Reviews **<u>may</u>** cite new findings if they become evident in the course of conducting interim review

Interim Review Types

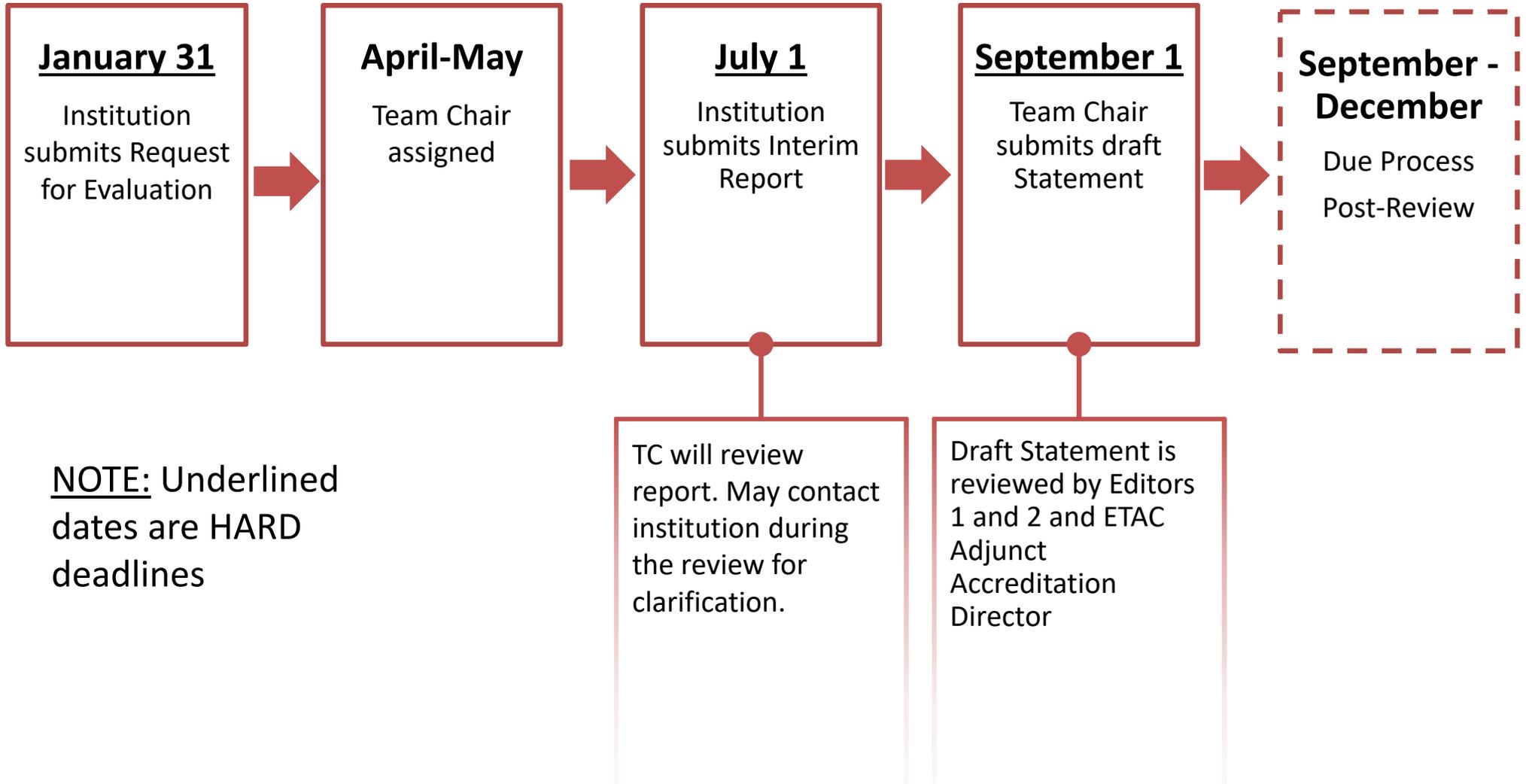| Reports	Visits
Interim & Show Cause Reports	**Interim and Show Cause Visits**
Institution has programs with prior accreditation actions such that a progress report will be required to evaluate remedial action	Institution has programs with prior accreditation actions such that an on-site review will be necessary to evaluate remedial actions taken by the institution
• Interim Report (IR) – Program has one or more Weaknesses (no Deficiencies) (most common)	• Interim Visit (IV) – Same criteria as IR
• Show Cause Report (SCR) – Program has one or more Deficiencies	• Show Cause Visit (SCV) – Same criteria as SCR

Timeline

January 31	**April-May**	**July 1**	**September 1**	**September - December**
Institution submits Request for Evaluation	Team Chair assigned	Institution submits Interim Report	Team Chair submits draft Statement	Due Process Post-Review

NOTE: Underlined dates are HARD deadlines

TC will review report. May contact institution during the review for clarification.

Draft Statement is reviewed by Editors 1 and 2 and ETAC Adjunct Accreditation Director

Post-Review

Draft Statement	Due Process	ABET Team Evaluation

Draft Statement

- Institution will be notified when draft statement is available
- If shortcoming(s) remain, Institution has 30 days to submit due-process response

- Post-30-day due-process information may be submitted only if a 30-day due-process responses is received

Due Process

- **30-Day**

Documentation of corrective actions can be submitted as part of the 30-day response process once the draft report is provided to the institution

- **Post 30-Day**

Limited to information not available at the time of the 30-day due process period

ABET Team Evaluation

- Institution feedback is a key component in ETAC's continuous improvement efforts

- Online Team Chair evaluation

- Online PEV evaluation

Guidance & Expectations for Writing Reports

Review Criteria

- All programs under interim review (IR, IV, SCR or SCV) must use criteria from same accreditation year or current criteria. If there are new programs, they will be evaluated using criteria for the current year.

- Applicable criteria was designated when RFE was filed. RFE may be modified if desired.

Accreditation Policy and Procedure Manual	General and Program Criteria
Regardless of which criteria are specified, ALWAYS use the **current** APPM abet.org/accreditation/accreditation-criteria/	ABET allows an institution to use either the current criteria (2022-23) OR: • For a first cycle IR or SCR, you may opt to use the relevant applicable criteria (2020-21) • For a second cycle IR, programs may opt to use the relevant applicable criteria (2018-19)

Guidance on Report Writing & Submission

Begin by quoting the shortcoming verbatim from the final statement.

Any Concerns are part of the Interim review. They should not be omitted.

Clearly describe actions taken to resolve the shortcoming

Focus only on the shortcoming

Provide evidence that the shortcoming has been resolved

If the body of evidence is large, consider including evidence in an appendix

Note that a plan to do something does not resolve a shortcoming

Only provide evidence relevant to the shortcoming

Be thorough but concise

Use T004 IR Questionaire

Write a separate report for each program that has unresolved shortcomings even if multiple programs have identical shortcomings

Submit reports either as separate files or combine reports for all programs into one file

Reports are uploaded into AMS by dean or dean's delegate (not by individual programs)

Submit as pdf **READ-ONLY** by July 1

The report does not have to be long; but it must adequately address the shortcoming

Evaluations

- TC may contact institutional rep with questions to clarify content in report
  - For example, "Please explain how the assessment data in Table 3 were obtained."
  - This is *not* an opportunity for the institution to rewrite the interim report – just to give clarifications.
- Focus is on shortcomings remaining from the prior review.
- However, if a **new** issue(s) becomes obvious in the report; a new shortcoming may be cited.
  - If there is no remedial action to strengthen the compliance with the criterion, the severity of the shortcoming may change, e.g., from Weakness to Deficiency.

Expectations and Examples:
What is the TC or team looking for?

Example: Criterion 1 Shortcoming

- *This criterion states: "Student progress must be monitored to foster success in attaining student outcomes, thereby enabling graduates to attain program educational objectives". In two of the six transcripts provided, students were able to take courses without appropriate prerequisites. There is a manual system in place that removes students from registered courses if prerequisite courses are not in place. Documentation was provided for only one of the two students that gave the reasons for approval of taking courses without the appropriate prerequisites.*

- Examples of evidence to resolve shortcoming:
  - ✓ A revised process, implemented by the institution to automatically prevent students from registering for classes without proper prerequisites
  - ✓ A revised overriding process that requires documentation of justifications for overriding prerequisites
  - ✓ Documentation of implementation of these changes
  - ✓ Sample of student transcripts

Note that each program is unique and should determine an appropriate way to resolve shortcomings. The examples are provided to show possible ways to address the shortcoming.

Example: Criterion 4 Shortcoming

- *This criterion states: "The program must regularly use appropriate, documented processes for assessing and evaluating the extent to which the student outcomes are being attained. The results of these evaluations must be systematically utilized as input for the program's continuous improvement actions." The program had a detailed plan for assessing eleven student outcomes until it changed to five student outcomes two years ago. During this transition, ad hoc assessments were conducted, but resulting data were not evaluated to identify improvement actions.*

- Examples of evidence to resolve shortcoming:
  - ✓ Documentation of continuous improvement plan, containing information
    - ✓ Review cycle for each student outcome
    - ✓ Example of data collected
  - ✓ Data and evaluation results showing the level of attainment of outcomes using the continuous improvement process
  - ✓ Documentation of improvement actions identified and taken

Note that each program is unique and should determine an appropriate way to resolve shortcomings. The examples are provided to show possible ways to address the shortcoming.

Example: Criterion 5 Shortcoming

- *This Criterion 5(b) states: "Baccalaureate degree programs will include the application of integral and differential calculus or other mathematics above the level of algebra and trigonometry appropriate to the student outcomes and program educational objectives." During the visit, there was no evidence that could be identified in the curriculum of the application of mathematics above the level of algebra and trigonometry appropriate to the student outcomes of the program.*

- Examples of evidence to resolve shortcoming:
  - ✓ Sample of course presentation or course work demonstrating the applications of mathematics above the level of algebra and trigonometry appropriate to the student outcomes
  - ✓ Examples of student work
  - ✓ Syllabus of required courses that include the application of mathematics above the level of algebra and trigonometry (Note: Syllabus alone may not be sufficient to resolve)

Note that each program is unique and should determine an appropriate way to resolve shortcomings. The examples are provided to show possible ways to address the shortcoming.

Example: Criterion 7 Shortcoming

- *This Criterion states: "Modern tools, equipment, computing resources, and laboratories appropriate to the program must be available, accessible, and systematically maintained and upgraded to enable students to attain the student outcomes and to support program needs." The program uses laboratory equipment and instrumentation that is decades old and not compatible with modern industry equipment. Further, some application software products are over 15 years old and, as a result, not compatible with the version currently used in industry.*

- Examples of evidence to resolve shortcoming:
  - ✓ Documentation of upgraded or updated equipment and software
  - ✓ Paid invoices verifying that the purchases have been made
  - ✓ Photographs showing the new equipment in service
  - ✓ Student work samples from relevant courses showing the upgraded software and equipment in use

Note that each program is unique and should determine an appropriate way to resolve shortcomings. The examples are provided to show possible ways to address the shortcoming.

Draft & Final Statements

Draft Statement

- Shortcoming information will be summarized; and the status from the previous Final Statement will be stated.

- Evidence provided in the interim report will be described and evaluated relative to resolving the shortcoming.

- The shortcoming status may remain, be resolved, or changed to a different level of severity.

What happens next?

- If Weaknesses and Deficiencies are resolved, the action will be Report Extended (RE) or Show Cause Extended (SCE). Accreditation will extend until next general review.

- For an Interim Report, if Weaknesses remain, the accreditation action will be for another interim review (IR or IV).

- For a Show Cause Report, if Deficiencies remain, the accreditation action will be NA (not to accredit).

Accreditation Action
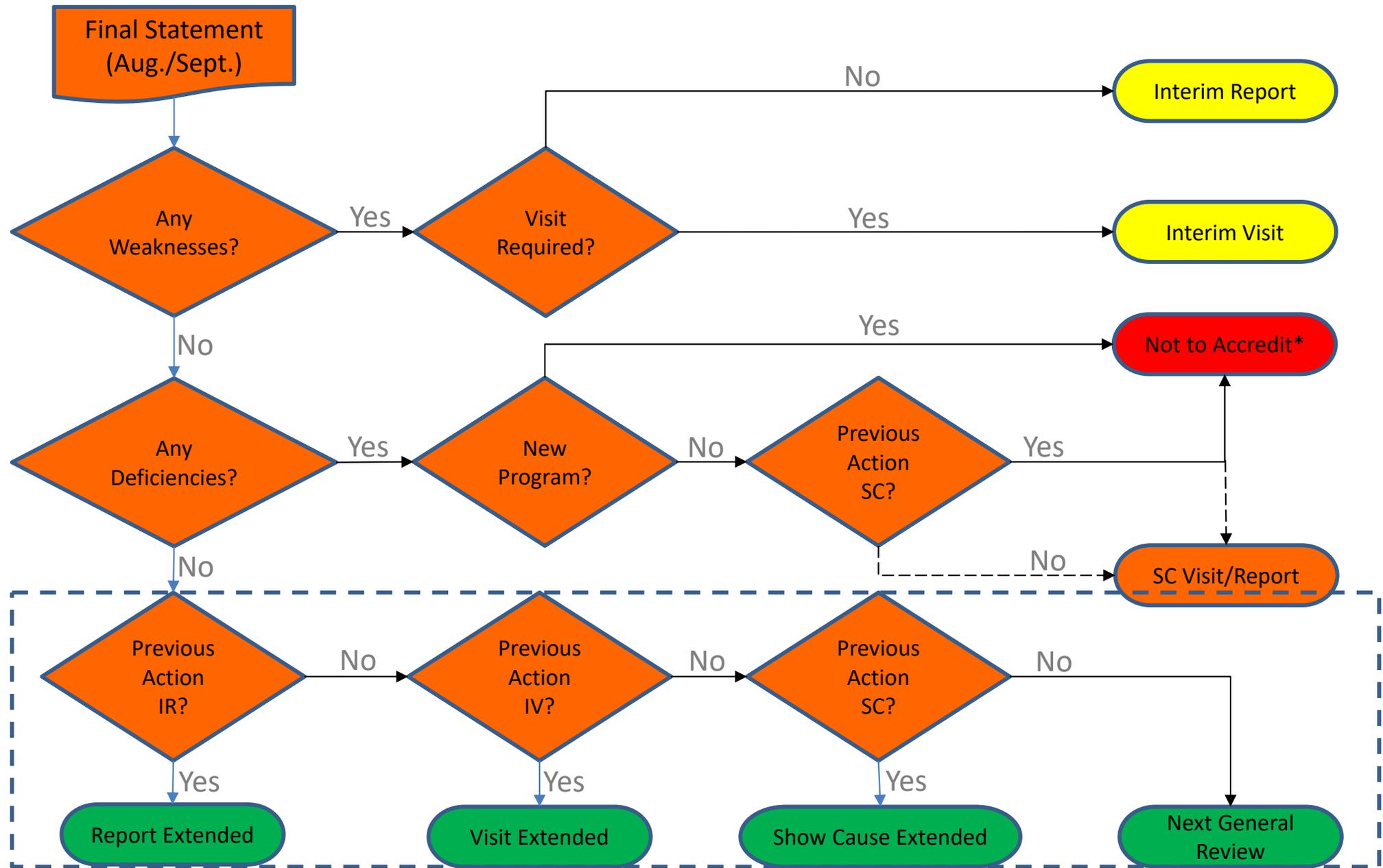
Review with Visit

Same review process as IR and SCR evaluations. Visit will provide more opportunities to resolve shortcoming.

- Institution submits Interim Report by **July 1ˢᵗ.**
  - Interim report should include what additional evidence the team should expect to see on the visit.
- TC works with institutional representative to determine visit dates after September 1st.
  - Number of days depends on reason for visit.
  - PEV(s) are assigned to visit along with TC. Usually, one PEV per program, but depends on the reason for the visit.
  - New issues may become obvious during the visit resulting in additional shortcomings.

Process for Visit

Similar to General Review format with very targeted scope. The schedule for the Interim Visit reviews should focus on resolving shortcomings and will likely be abbreviated

- The team reports out on all programs with visit reviews at the Exit Meeting.
  - Programs with reports only (IR or SCR) are not included in Exit Meeting. Programs requiring interim reports will follow normal interim report procedures.
- Institution will receive one Draft Statement for <u>all</u> programs.

References

https://www.abet.org/accreditation/accreditation-criteria/

Accreditation Policy and Procedure Manuals

2022-2023	2017-2018
2021-2022	2016-2017
2020-2021	2015-2016
2019-2020	Submitting Interim Review Reports
2018-2019	

Engineering Technology Accreditation Commission (ETAC)

2022-2023 Criteria	Facilities — Annotated Photos of Equipment in a Thermo-Fluids Lab
2021-2022 Criteria	Guidance on Materials
2020-2021 Criteria	ETAC Program Self-Evaluation Tool
2019-2020 Criteria	2021 ETAC Institutional Representative Slides — Part 2
2018-2019 Criteria	
2017-2018 Criteria	2021 ETAC Institutional Representative Webinar (Video)
2016-2017 Criteria	
ETAC Program Evaluator Workbook	

Questions?

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Please provide us your feedback for this session

https://meet.ps/etac-ir

- 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