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

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

Mark Lower
Executive Committee
Member-at-Large

Clay Gloster
ETAC Commissioner
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 may cite new findings if they become evident in the course of conducting interim review
## Interim Review Types

### Reports

**Interim & Show Cause Reports**

Institution has programs with prior accreditation actions such that a progress report will be required to evaluate remedial action

- Interim Report (IR) – Program has one or more Weaknesses (no Deficiencies) (most common)
- Show Cause Report (SCR) – Program has one or more Deficiencies

### Visits

**Interim and Show Cause Visits**

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 Visit (IV) – Same criteria as IR
- Show Cause Visit (SCV) – Same criteria as SCR
Timeline

**January 31**
Institution submits Request for Evaluation

**April-May**
Team Chair assigned

**July 1**
Institution submits Interim Report

**September 1**
Team Chair submits draft Statement

**September - December**
Due Process Post-Review

**NOTE:** Underlined dates are HARD deadlines
### Post-Review

<table>
<thead>
<tr>
<th>Draft Statement</th>
<th>Due Process</th>
<th>ABET Team Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution will be notified when draft statement is available</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>
</tr>
<tr>
<td>If shortcoming(s) remain, Institution has 30 days to submit due-process response</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>
</tr>
<tr>
<td>Post-30-day due-process information may be submitted only if a 30-day due-process responses is received</td>
<td></td>
<td>Online PEV evaluation</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Accreditation Policy and Procedure Manual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regardless of which criteria are specified, ALWAYS use the current APPM</td>
</tr>
<tr>
<td>abet.org/accreditation/accreditation-criteria/</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General and Program Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABET allows an institution to use either the current criteria (2022-23) OR:</td>
</tr>
<tr>
<td>• For a first cycle IR or SCR, you may opt to use the relevant applicable criteria (2020-21)</td>
</tr>
<tr>
<td>• For a second cycle IR, programs may opt to use the relevant applicable criteria (2018-19)</td>
</tr>
</tbody>
</table>
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

Final Statement (Aug./Sept.)

- Any Weaknesses?
  - Yes ➔ Visit Required?
  - No ➔ Any Deficiencies?
    - Yes ➔ New Program?
    - No ➔ Previous Action IR?
      - No ➔ Previous Action IR?
        - No ➔ Previous Action IR?
          - No ➔ Previous Action IR?
            - Yes ➔ Report Extended
            - No ➔ Visit Extended
            - Yes ➔ Show Cause Extended
            - No ➔ Next General Review
          - Yes ➔ Visit Extended
          - No ➔ Previous Action IR?
            - Yes ➔ Report Extended
            - No ➔ Visit Extended
            - Yes ➔ Show Cause Extended
            - No ➔ Next General Review
        - Yes ➔ Previous Action IR?
          - No ➔ Previous Action IR?
            - No ➔ Previous Action IR?
              - Yes ➔ Report Extended
              - No ➔ Visit Extended
              - Yes ➔ Show Cause Extended
              - No ➔ Next General Review
            - Yes ➔ Visit Extended
            - No ➔ Previous Action IR?
              - Yes ➔ Report Extended
              - No ➔ Visit Extended
              - Yes ➔ Show Cause Extended
              - No ➔ Next General Review
          - Yes ➔ Visit Extended
          - No ➔ Previous Action IR?
            - Yes ➔ Report Extended
            - No ➔ Visit Extended
            - Yes ➔ Show Cause Extended
            - No ➔ Next General Review
        - Yes ➔ Visit Extended
        - No ➔ Previous Action IR?
          - Yes ➔ Report Extended
          - No ➔ Visit Extended
          - Yes ➔ Show Cause Extended
          - No ➔ Next General Review
      - Yes ➔ Visit Extended
      - No ➔ Previous Action IR?
        - Yes ➔ Report Extended
        - No ➔ Visit Extended
        - Yes ➔ Show Cause Extended
        - No ➔ Next General Review
    - Yes ➔ Previous Action IR?
      - No ➔ Previous Action IR?
        - No ➔ Previous Action IR?
          - Yes ➔ Report Extended
          - No ➔ Visit Extended
          - Yes ➔ Show Cause Extended
          - No ➔ Next General Review
        - Yes ➔ Visit Extended
        - No ➔ Previous Action IR?
          - Yes ➔ Report Extended
          - No ➔ Visit Extended
          - Yes ➔ Show Cause Extended
          - No ➔ Next General Review
      - Yes ➔ Visit Extended
      - No ➔ Previous Action IR?
        - Yes ➔ Report Extended
        - No ➔ Visit Extended
        - Yes ➔ Show Cause Extended
        - No ➔ Next General Review
  - No ➔ Any Deficiencies?
    - Yes ➔ New Program?
    - No ➔ Previous Action IR?
      - No ➔ Previous Action IR?
        - No ➔ Previous Action IR?
          - Yes ➔ Report Extended
          - No ➔ Visit Extended
          - Yes ➔ Show Cause Extended
          - No ➔ Next General Review
        - Yes ➔ Visit Extended
        - No ➔ Previous Action IR?
          - Yes ➔ Report Extended
          - No ➔ Visit Extended
          - Yes ➔ Show Cause Extended
          - No ➔ Next General Review
      - Yes ➔ Visit Extended
      - No ➔ Previous Action IR?
        - Yes ➔ Report Extended
        - No ➔ Visit Extended
        - Yes ➔ Show Cause Extended
        - No ➔ Next General Review
    - Yes ➔ New Program?
      - No ➔ Previous Action IR?
        - No ➔ Previous Action IR?
          - Yes ➔ Report Extended
          - No ➔ Visit Extended
          - Yes ➔ Show Cause Extended
          - No ➔ Next General Review
        - Yes ➔ Visit Extended
        - No ➔ Previous Action IR?
          - Yes ➔ Report Extended
          - No ➔ Visit Extended
          - Yes ➔ Show Cause Extended
          - No ➔ Next General Review
      - Yes ➔ Visit Extended
      - No ➔ Previous Action IR?
        - Yes ➔ Report Extended
        - No ➔ Visit Extended
        - Yes ➔ Show Cause Extended
        - No ➔ Next General Review
  - No ➔ Visit Required?
    - Yes ➔ Interim Visit
    - No ➔ Interim Report

*Only “Not to Accredit” can be appealed
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 all programs.
References

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

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