

## **TEAM ORIENTATION MEETING - PRIOR TO CAMPUS VISIT**

The following is a suggested outline for the Team Chair (TC) to discuss with Program Evaluators (PEVs) and other team members in advance of the campus visit. Many of these items should also be repeated in the opening team meeting on Day 0 of the campus visit.

### Procedural Items

1. Review timetable of visit, professional attire, and exit plans.
2. Reiterate responsibility and code of conduct of ABET evaluators.
3. Be sure all PEVs are using the proper general criteria and applicable program criteria.
4. Emphasize cautions; institutional rights to appeals; etc.
5. Stress need for absolute confidentiality.
6. State the role of any observers on the team.
7. Expense reimbursement process. Review the travel policy and online travel portal. Discuss the procedure, receipts, allowed expenses, and any unusual expensed items that will need to be explained.
8. Remind PEVs that they must submit their completed T351 report, and all sections completed in the AMS 2.0 Program Audit Tool (PAT) prior the Exit Meeting
  - a. Program introduction and all findings submitted via the AMS 2.0 PAT.
  - b. Each PEV must complete the T351 even if two are assigned to a (new) program.
  - c. Chair should review these materials for completeness and appropriateness before accepting final documents.
  - d. Emphasize importance of specific detail in completing forms.
9. Discuss interviews, process and assignments.
  - a. PEVs should interview as many full-time faculty members in the program being evaluated as practical with a focus on those more directly involved with the program curriculum and attainment of student outcomes. If time allows, interviews could include many part-time/remote campus/evening personnel as well. While many of these interviews may be done while on-campus, some may be completed prior to the campus visit via virtual meeting processes.
  - b. Arrange support assignments -- mathematics; basic sciences; English & communications; humanities & social sciences; library, computer center, other instructional and supporting resources.
10. Printed self-study reports (SSR) and any other relevant materials are to be destroyed prior to leaving campus or at the end of the virtual visit. Remember that these are confidential materials.
11. Review procedure and plan for Exit Meeting.
  - a. Review sequence and nature of presentations; review initial script process.
  - b. Written remarks are to be cleared with team chair in advance.
  - c. PEV should arrange a courtesy briefing with the department chair and/or department program coordinator prior to Exit Meeting
  - d. All shortcomings are to be well-documented; cite criteria violations for all findings; follow style guide.
  - e. Stick to facts and team decisions
  - f. Limit opinions to "Observations" for improvement; keep these minimal.
  - g. DO NOT indicate recommended accreditation actions to anyone.
  - h. No debates.
12. Provide additional orientation for new evaluators as needed.

### Evaluation Status

13. Review open findings from accreditation statement of previous visit (if any).
14. Allow team members to use previous statements, if necessary, but do not take on campus.
15. Review the Program Review Worksheets from each PEV's T351
16. Review of team questions and comments.
17. Identify possible findings, particularly strengths and areas that need focused study.