



Engineering  
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Commission

# Preparing for Interim Reviews: 2023-24 Accreditation Cycle

*Presented by the*

**Engineering Technology Accreditation Commission**  
*to*

**Institutional Representatives**

**February 21, 2023**

# 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. Recording will be available after webinar is completed.



If we are unable to address all your question due to time constraints, please follow up with Frank Hart at: [fhart@abet.org](mailto:fhart@abet.org)

# Agenda

- 1) Interim Review Overview
- 2) Timeline and Process
- 3) Guidance for Writing Reports
- 4) Expectations and Examples
- 5) Review Process
- 6) Draft and Final Statement
- 7) Interim Reviews with Visits



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

# Today's Presenters



**Berrin Tansel**  
Member-at-Large  
Executive  
Committee



**Gary Clark**  
Member-at-Large  
Executive  
Committee



**Raju Dandu**  
Chair (2023-24 Cycle)  
Executive  
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# Description of Interim Reviews

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

- Programs submit a focused report addressing only unresolved shortcomings from the previous review (NOT a comprehensive self-study report addressing all criteria).
- Evaluation is based on the questions:
  1. What has been done to resolve the *remaining shortcomings identified in the last review*?
  2. *Have the remaining shortcomings been resolved?*
- Interim Reviews **may** cite new findings if they become evident in the course of conducting an 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

# Review Criteria

- All programs under interim review (IR, IV, SCR or SCV) must be reviewed under either the same criteria used in the most recent review or current criteria.
- The institution designates which criteria when RFE is filed. RFE may be modified if desired.

## Accreditation Policy and Procedure Manual (APPM)

In all cases, the **current** Accreditation Policy and Procedure Manual (APPM) is used.

[abet.org/accreditation/accreditation-criteria/](https://abet.org/accreditation/accreditation-criteria/)

## General Criteria and Program Criteria

Programs can use:

- The current criteria (2023-24)

OR:

- For a first cycle IR or SCR: programs may use the relevant applicable criteria (2021-22)
- For a second cycle IR: programs may opt to use the relevant applicable criteria (2019-20)

# References

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

## Accreditation Policy and Procedure Manuals

- [2023-2024](#)
- [2022-2023](#)
- [2021-2022](#)
- [2020-2021](#)
- [2019-2020](#)
- [2017-2018](#)
- [2016-2017](#)
- [2015-2016](#)
- [Submitting Interim Review Reports](#)



- Promote Your ABET Accreditation
- ABET-Accredited Logos
- Accreditation Criteria & Supporting Documents
- Self-Study Templates
- Accreditation Changes
- Accreditation Fees and Invoice
- Fees For Programs Outside The U.S.
- Find Programs



## Engineering Technology Accreditation Commission (ETAC)

- [2023-2024 Criteria](#)
- [2022-2023 Criteria](#)
- [2021-2022 Criteria](#)



- [2020-2021 Criteria](#)
- [2019-2020 Criteria](#)
- [2018-2019 Criteria](#)
- [2017-2018 Criteria](#)
- [2016-2017 Criteria](#)
- [ETAC Program Evaluator Workbook](#)

- [Guidance on Materials](#)
- [ETAC Program Self-Evaluation Tool](#)
- [2023-2024 Questionnaire Template for Interim Reports](#)





# Report Template

➤ **Use Template (T004) for Interim Reports:**

<https://www.abet.org/accreditation/accreditation-criteria/instructions-for-submission-of-interim-review-reports/>

- The report does not have to be long, but should follow a logical sequence
  - Address shortcomings in the same order as they appeared in the most recent Final Statement to the Institution.
  - Address all points cited in the Final Statement for each shortcoming.
- It must clearly and adequately address the shortcoming(s)
  - Additional evidence should clearly demonstrate action(s) taken to address and/or strengthen compliance with the associated criterion, policy, or procedure



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# Report Structure

and

# Expectations and Examples

# Report Structure

## For each shortcoming (D, W, C)

### 1 Shortcoming

- Begin by quoting the shortcoming verbatim from the final statement.
- Concerns are part of the Interim Review. They should not be omitted.

### 2 Action(s) taken

- Describe action(s) taken to resolve the shortcoming.
- Focus only on the remaining shortcoming elements.
- Note that a plan to do something does not resolve a shortcoming.

### 3 Evidence

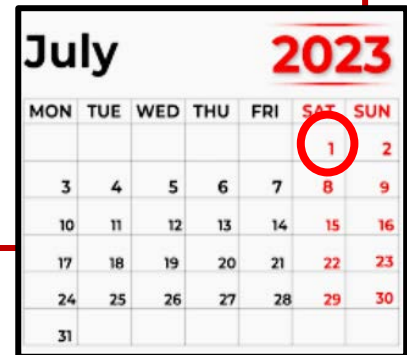
- Provide evidence for actions taken and progress made to resolve the shortcoming. Be thorough but concise.
- Only provide evidence relevant to the shortcoming.
- If the body of evidence is large, consider including evidence in an appendix.

# Interim Report Submission

A separate report should be prepared for each program with unresolved shortcomings even if multiple programs have identical shortcomings.

## ➤ Report Submission

- Reports are uploaded into AMS (ABET Accreditation Management System) by dean or dean's delegate (not by individual programs).
- Submit reports as separate files for each program.
- Submit as pdf **READ-ONLY** by **July 1**.



A calendar for July 2023. The days of the week are listed at the top: MON, TUE, WED, THU, FRI, SAT, SUN. The dates are arranged in a grid. The number 1 is circled in red, indicating the deadline date.

July							2023	
MON	TUE	WED	THU	FRI	SAT	SUN		
					1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31								

# Example shortcoming: Criterion 1- Students

## Issue: Prerequisite requirements are not enforced

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 six transcripts reviewed, students took courses without appropriate prerequisites. There is a manual system removing students from courses if prerequisite courses are not in place. However, documentation of approval reasons for taking courses without the appropriate prerequisites was provided for only one of the two students.

## Evidence examples supporting resolution of the shortcoming:



- ✓ A revised process, implemented by the institution to automatically prevent students from registering for classes without proper prerequisites
- ✓ A revised process that requires documentation of justification for overriding prerequisites
- ✓ Documentation of implementation of these changes (including samples)

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

# Example shortcoming: Criterion 4 – Continuous Improvement

**Issue: SO assessment is ad hoc and resulting data not evaluated to identify improvement actions**

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 but changed to five student outcomes three years ago. During this transition, ad hoc assessments were conducted, but resulting data were not evaluated to identify improvement actions.

**Evidence examples** supporting resolution of the shortcoming:



- ✓ Documentation of revised continuous improvement plan, containing:
  - ✓ Assessment cycle for each student outcome
  - ✓ Example of assessment data collected showing the level of attainment of student outcomes
- ✓ Results of evaluation of assessment data as input to the continuous improvement process.
- ✓ Documentation of improvement actions identified and taken

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

## Example Shortcoming: Criterion 5(b)- Curriculum

**Issue: No evidence of application of mathematics above the level of algebra and trigonometry**

This criterion states: “5(b). 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 identified of the application of mathematics above the level of algebra and trigonometry appropriate to the student outcomes of the program.

**Evidence examples** supporting resolution of the shortcoming:



- ✓ Sample of course presentations 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 (along with evidence of material coverage in the course)

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

## Example shortcoming: Criterion 7 - Facilities

**Issue: Equipment and instrumentation are old and not compatible with modern industry equipment**

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. Furthermore, some software applications are over 15 years old and no longer comparable (in interface or capabilities) with software used in industry.

**Evidence examples** supporting resolution of the shortcoming:



- ✓ Documentation of upgraded or updated equipment and software
- ✓ Paid invoices verifying purchases of new equipment and software
- ✓ Photographs showing the new equipment in service
- ✓ Student work samples from relevant courses showing the upgraded software and equipment in use
- ✗ A plan without implementation does not count as action to resolve a finding.

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



## Example shortcoming: APPM

**Issue: Instructional and learning environments are not safe for the intended purposes**

Section I.E.5.b.(1) Facilities states: "... instructional and learning environments are adequate and are safe for the intended purposes."

The university's laboratory safety inspections are not consistently addressed by the program (e.g., chemical labeling). In addition, appropriate safety equipment is not present, e.g., eyewash station in laboratory area. Lack of appropriate safety equipment and processes puts students and staff at risk of injury.

**Evidence examples** supporting resolution of the shortcoming:



- ✓ Documentation of process to ensure that lab inspection results are addressed
- ✓ Meeting minutes documenting faculty approval of the new safety process
- ✓ Photos of labeled chemicals or new equipment
- ✓ Inspection documents demonstrating that safety issues have been addressed

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

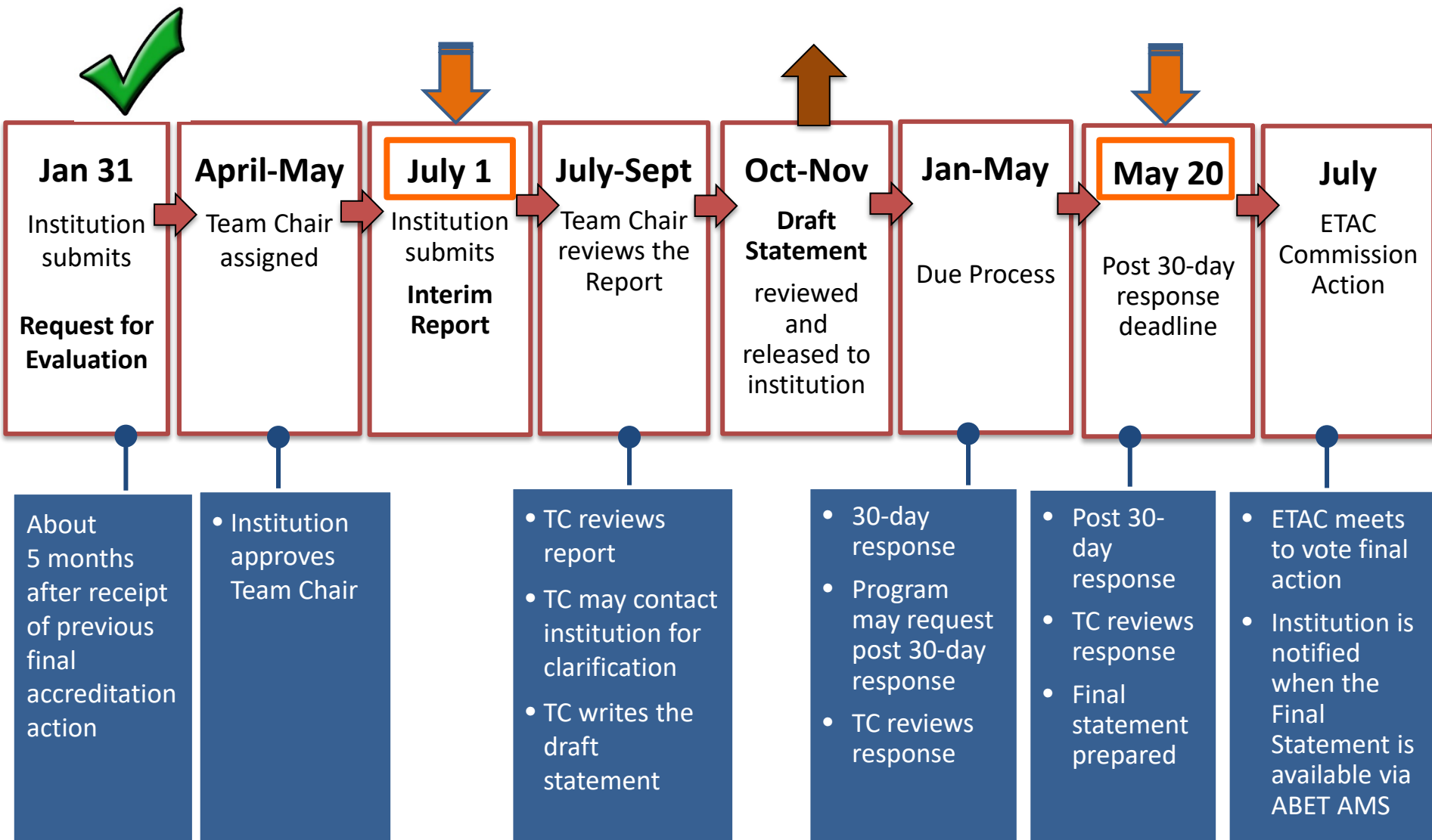


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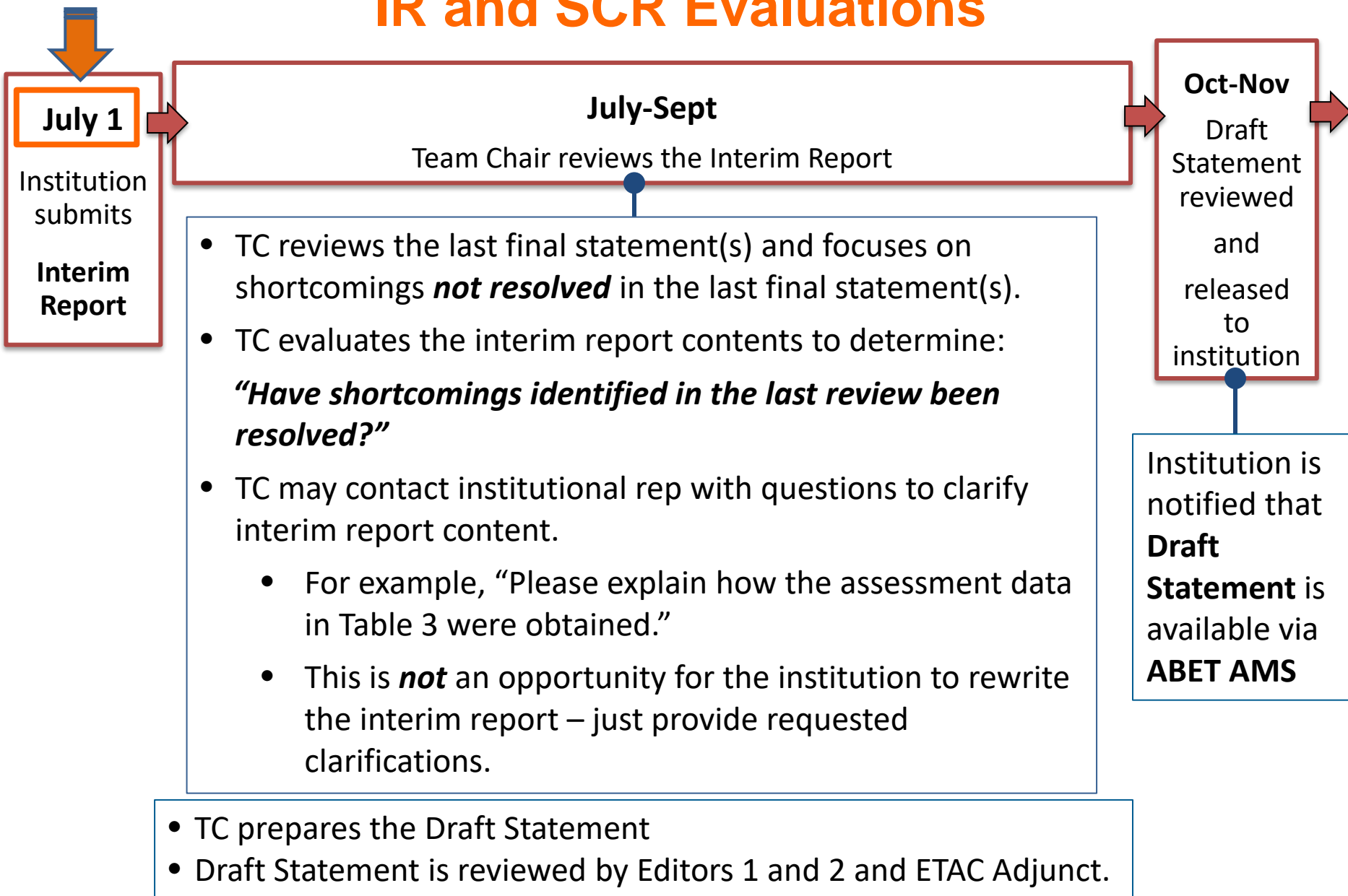
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# Review Process

# Interim Review Process and Timeline



# IR and SCR Evaluations



# IR and SCR Evaluations

During the review process:

- A new shortcoming may be cited.

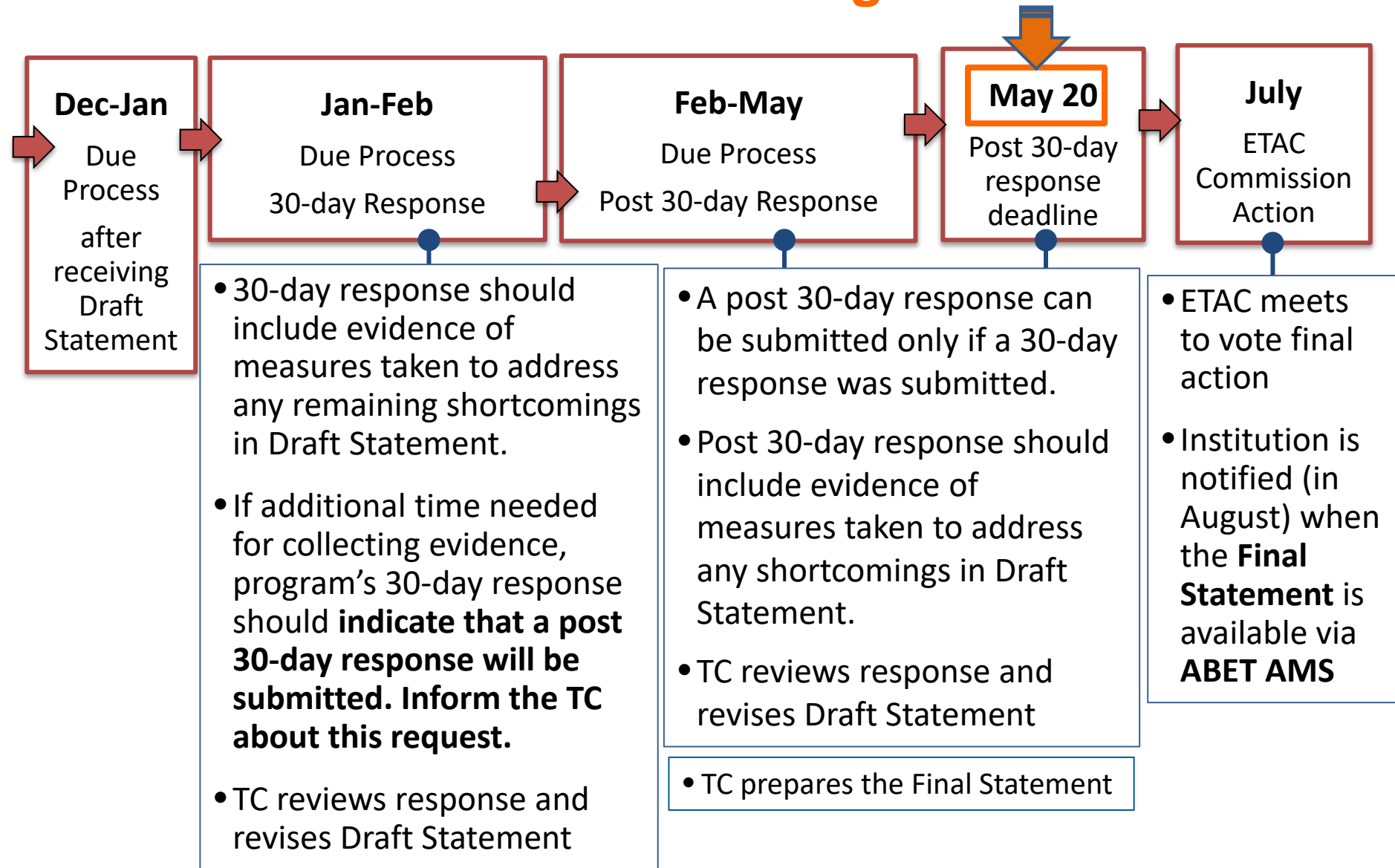
If a **new** issue becomes apparent as the TC reviews progress on shortcomings or compliance with the APPM or the criteria.

- Finding severity level can change.

**APPM: I.E.8.a.(2)(b) Weakness** – A Weakness indicates that a program lacks the strength of compliance with a criterion, policy, or procedure to ensure that the quality of the program will not be compromised. Therefore, **remedial action is required to strengthen compliance with the criterion, policy, or procedure prior to the next review.**

If there has been no remedial action to strengthen compliance with the criterion, the severity of the shortcoming may change, e.g., from Weakness to Deficiency.

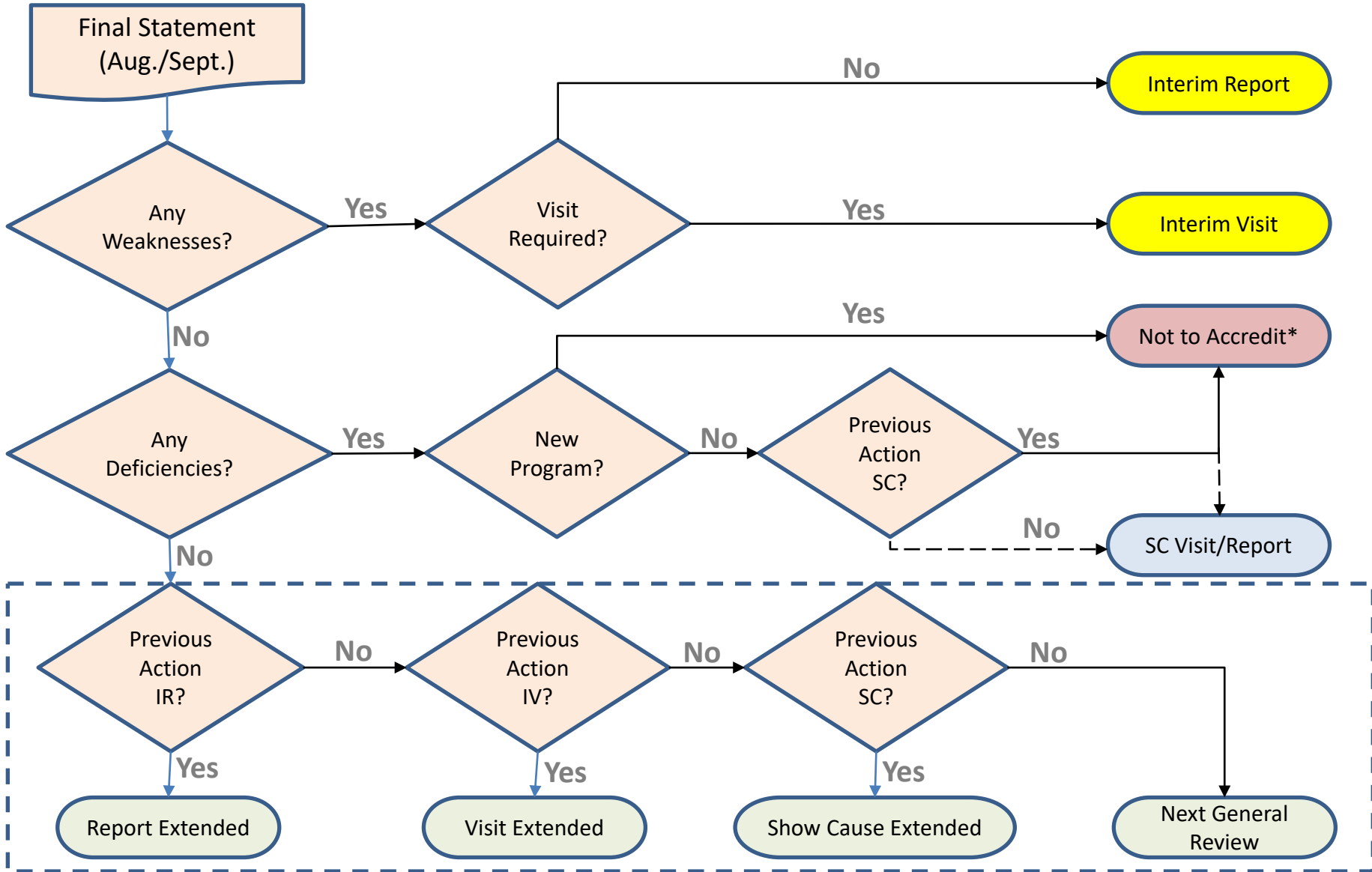
# Due Process After Receiving Draft Statement



# What happens next?

- If Weaknesses and Deficiencies are resolved, the recommended action will be report extended (RE) or show cause extended (SCE). If validated by the ETAC, accreditation will extend until next general review.
- For an interim report, if Weaknesses remain, the recommended accreditation action will be either for another interim review (IR or IV) or potentially a SCR or SCV.
- For a show cause report (SCR), if Deficiencies remain, the recommended accreditation action will be not to accredit (NA).
- Commission votes on accreditation actions at the July Summer Commission Meeting.
- Institution is notified in August that Final Statement and Accreditation action is available via AMS.
- Only “Not to Accredite” action can be appealed.

# Accreditation Actions



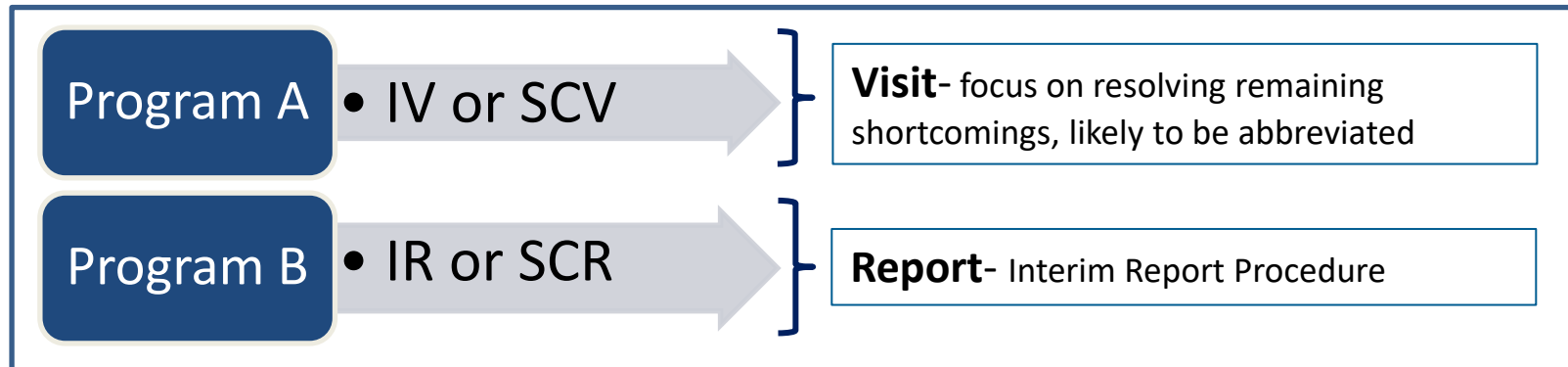


# Interim Reviews “with Visit”

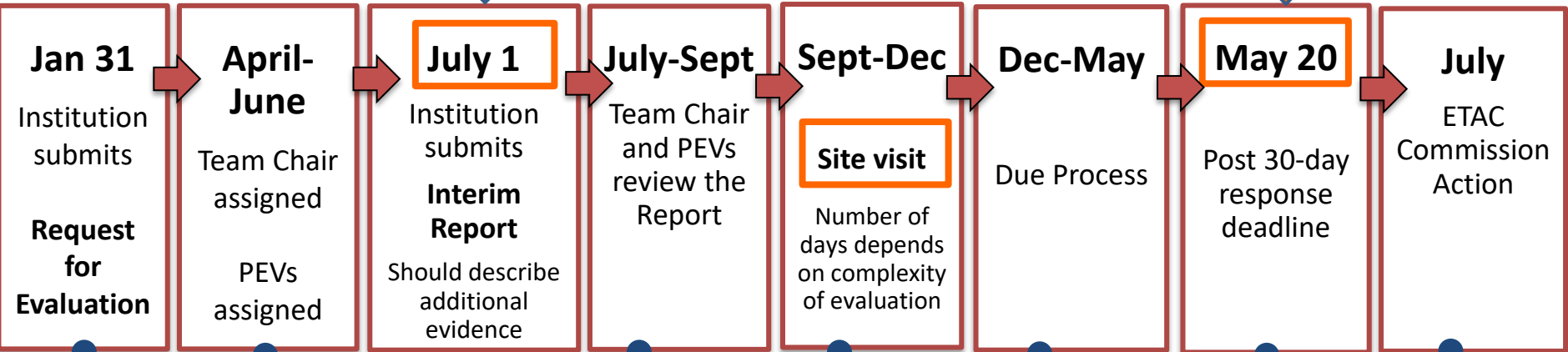
- ✓ • Institution submits Request for Evaluation by **January 31<sup>st</sup>** (about 6 months after accreditation action).
- Team chair (TC) assigned in April or May.
- TC works with institutional representative to set visit dates.
- PEV(s) are assigned in May or June.
  - Usually, one PEV per program, but depends on reason for evaluation.
  - Number of days depends on complexity of evaluation.
- Institution submits Interim Report by **July 1<sup>st</sup>**.
- Interim report should mention or list additional evidence the team can expect to see during the evaluation (**focusing only on the remaining shortcomings**).

# Interim Report reviews along with “with Visit” reviews (continued)

- Programs requiring interim reports follow normal interim report procedures.
- The schedule for an Interim Visit review will focus on resolving remaining shortcomings and likely be abbreviated.



# Interim Review with Visit Process and Timeline



About 6 months after previous final accreditation action

- Institution approves Team Chair
- Institution approves PEVs
- Usually, one PEV per program

- TC and/or PEVs may contact program for clarification

- Team visits institution
- Team reports at the exit meeting.

- TC Prepares Draft Statement
- 7-Day response
- 30-day response
- Program may submit post 30-day response if 30-day response was submitted

- Post 30-day response
- Final Statement prepared

- ETAC meets to vote final action
- Institution is notified when the Final Statement is available via ABET AMS



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# Thank you!

# Questions?

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Raju Dandu: [rdandu@ksu.edu](mailto:rdandu@ksu.edu)

Please provide us your feedback for this presentation

<https://app.meet.ps/attendee/vru676w1>

- 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