PREPARATION FOR INSTITUTIONAL REPRESENTATIVES: SELF-STUDY REPORT

February 23, 2023

WELCOME!
Engineering Technology Accreditation Commission (ETAC)

PREPARATION FOR INSTITUTIONAL REPRESENTATIVES: SELF STUDY REPORT

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.

- 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 questions due to time constraints, please follow up with Frank Hart at fhart@abet.org

Today's Agenda

- Introductions/ETAC Overview
- Timeline
  - Prepare Self-Study Report (SSR)
  - Pre-visit activities
- Q&A

>> Main focus: Guidance in the preparation of the SSR

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

Suggestions in this presentation are only guidance. ABET encourages flexibility as we prepare for individual reviews.

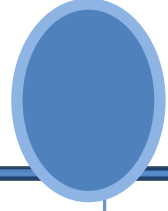# 2023-2024 ETAC Executive Committee & Today's Presenters

Raju Dandu
Chair

Carol Schulte
Past Chair

Mark Lower
Chair Elect

Venny Fuentes
Vice-Chair of Operations

Vacant
Public Commissioner

Gary Clark
Member-at-Large

Berrin Tansel
Member-at-Large

Michael Johnson
Member-at-Large

Maureen Hart
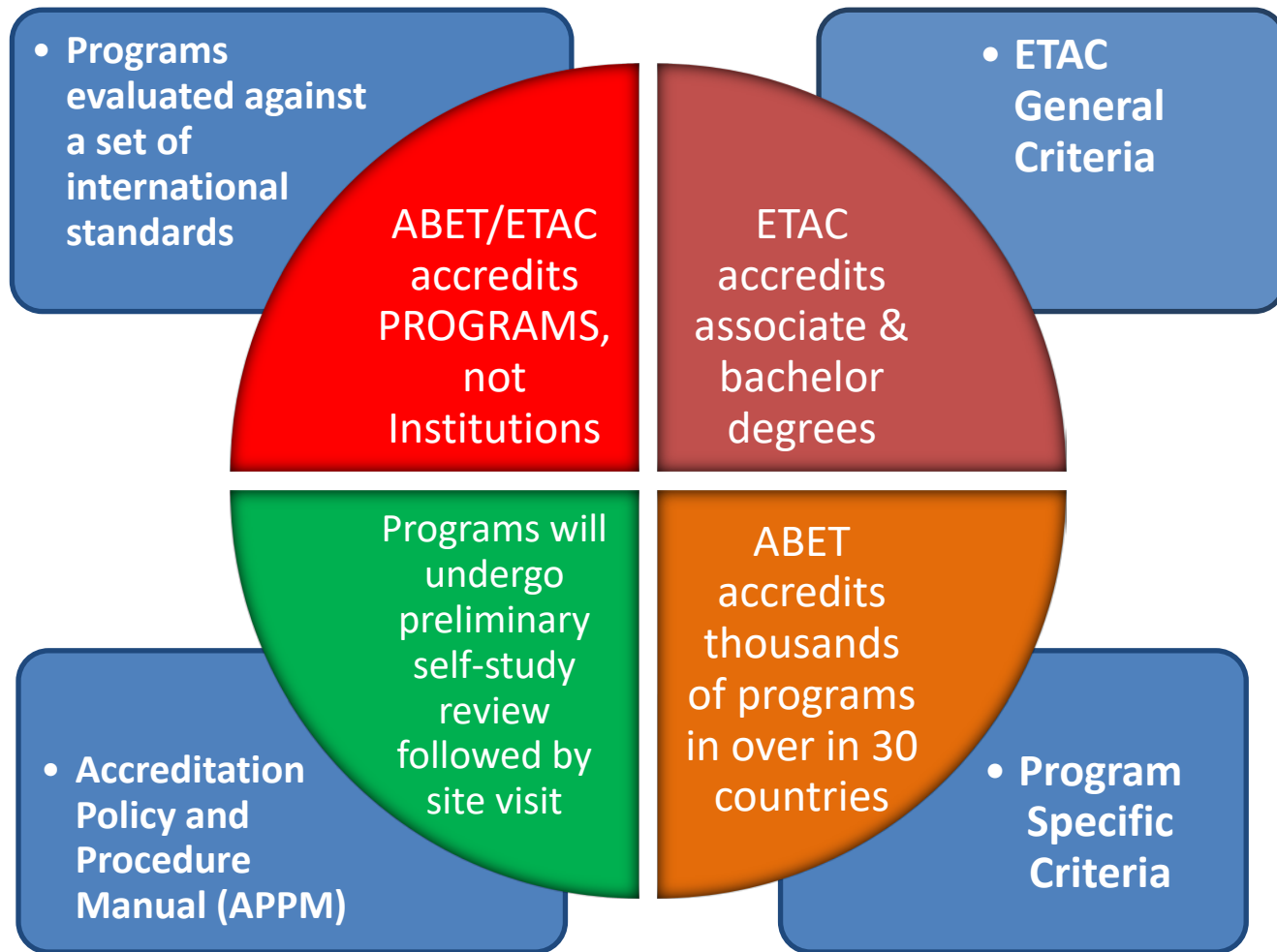Member-at-Large

Larraine Kapka
Board Area Delegation Chair

Ilya Grinberg
Commissioner Training Committee

Frank Hart
Adjunct Accreditation Director

Overview

- **Programs evaluated against a set of international standards**

ABET/ETAC accredits PROGRAMS, not Institutions

ETAC accredits associate & bachelor degrees

- **ETAC General Criteria**

Programs will undergo preliminary self-study review followed by site visit

ABET accredits thousands of programs in over in 30 countries

- **Accreditation Policy and Procedure Manual (APPM)**

- **Program Specific Criteria**

Approximately **85,000** students graduate from ABET-accredited programs EACH YEAR!

Last Few Years: Difficult and Challenging Times
Getting back to new normal

During pandemic

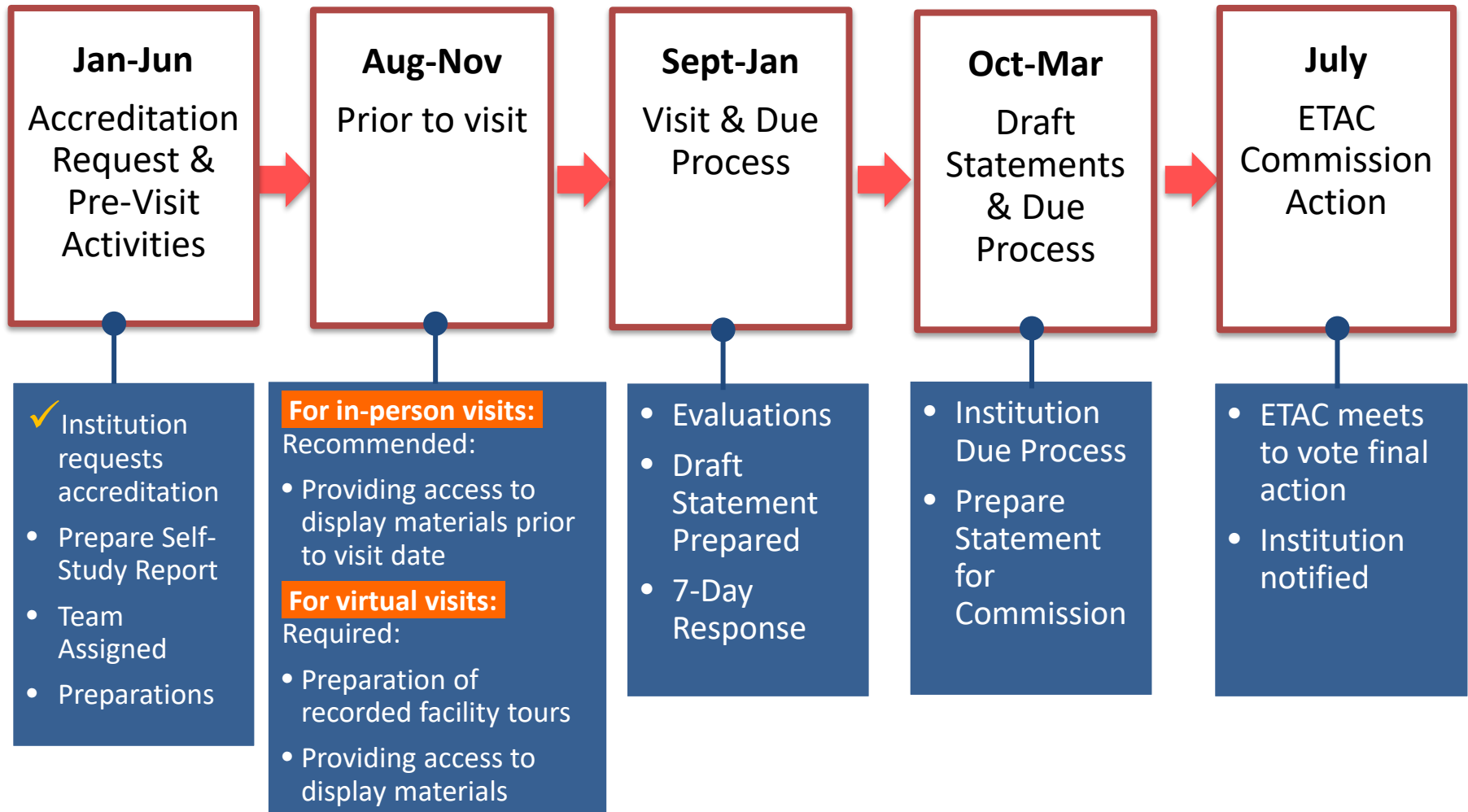|		
Faculty and administrative staff worked remotely	Courses transitioned to fully-online	Laboratories were unavailable
Grading systems change to pass/fail (or some other variation)	Students left campus and continue under difficult circumstances	Data were difficult to collect and documentation difficult to produce

Post pandemic

Programs and processes will be evaluated for compliance with the criteria and the APPM based on the duration of the accreditation cycle.

PEVs will be evaluating
- not just the last 24 months
- how programs are resuming normal operations

Accreditation Timeline

Jan-Jun	Aug-Nov	Sept-Jan	Oct-Mar	July
Accreditation Request & Pre-Visit Activities	Prior to visit	Visit & Due Process	Draft Statements & Due Process	ETAC Commission Action

Jan-Jun
- ✓ Institution requests accreditation
- Prepare Self-Study Report
- Team Assigned
- Preparations

Aug-Nov

For in-person visits:
Recommended:
- Providing access to display materials prior to visit date

For virtual visits:
Required:
- Preparation of recorded facility tours
- Providing access to display materials

Sept-Jan
- Evaluations
- Draft Statement Prepared
- 7-Day Response

Oct-Mar
- Institution Due Process
- Prepare Statement for Commission

July
- ETAC meets to vote final action
- Institution notified

Self-Study Report (SSR) Preparations

Prepare to Write the SSR

Download key documents from

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

Accreditation Policy and Procedure Manuals

Promote Your ABET Accreditation

ABET-Accredited Logos

Accreditation Criteria & Supporting Documents

Self-Study Templates
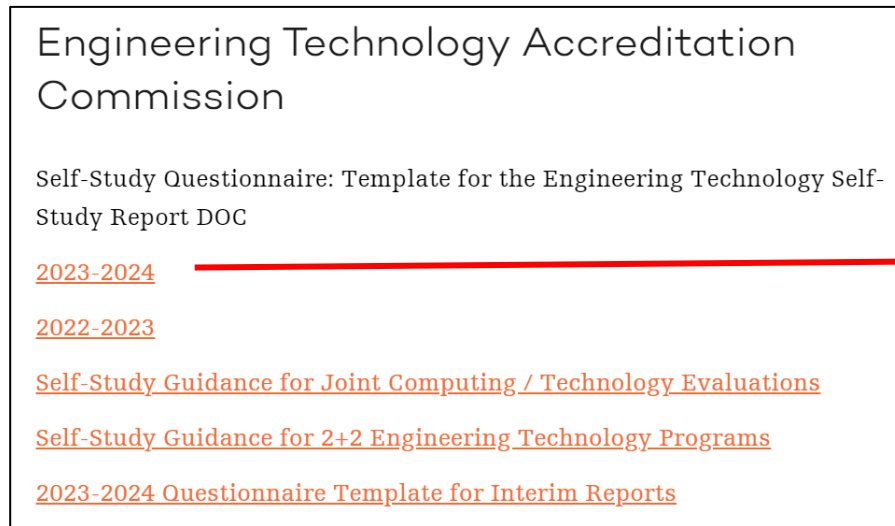
Accreditation Changes

Accreditation Fees and Invoice

Fees For Programs Outside The U.S.

Find Programs

2023-2024	2017-2018
2022-2023	2016-2017
2021-2022	2015-2016

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

Prepare to Write the SSR (continued)

- **Self-Study Questionnaire or SSQ (on the ABET website)**

https://www.abet.org/accreditation/accreditation-criteria/self-study-templates/

Engineering Technology Accreditation
Commission

Self-Study Questionnaire: Template for the Engineering Technology Self-
Study Report DOC

2023-2024

2022-2023

Self-Study Guidance for Joint Computing / Technology Evaluations

Self-Study Guidance for 2+2 Engineering Technology Programs

2023-2024 Questionnaire Template for Interim Reports

ABET SELF-STUDY QUESTIONNAIRE: TEMPLATE FOR A SELF-STUDY REPORT
2023-2024 Review Cycle

The SSQ "guides" your SSR contents by asking questions!

- **Accreditation Criteria**   http://www.abet.org/accreditation-criteria/

- **Accreditation Criteria Changes**   Accreditation Criteria, Policy and Procedure Changes for the 2023-2024 Review Cycle

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

e-mail: accreditation@abet.org if you have additional questions.

Self-Study Report (SSR)

- Demonstrates program's compliance with key criteria requirements

- Must be completed for each program and degree.

- Multi-Mode or Multi-Site

  – Program(s) must demonstrate criteria compliance in all modalities/routes to a degree

  – Assessment and continuous improvement for each delivery method (e.g., F2F, online, hybrid, or multiple locations)
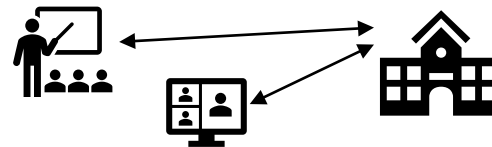
Self-Study Report (SSR)

- Describes how your program satisfies the criteria. It should be:

    - Clear

    - Concise

    - Contain focused information

- Written for the program evaluator (PEV) assigned to review the program

- Based on your self-study report, PEV will do an initial evaluation

PEV's Review of SSR

- The documents and guides used by the program evaluators are available to the public.

- ETAC Program Evaluator Workbook

- Also, ETAC has created a "self-evaluation tool" for use by programs.

False Assumptions

- You can wait to start the self-study report—no rush!

- You do not need to answer all the questions

- The faculty do not need to be involved in the self-study report development

- You do not need to include a summary of any significant changes since the last review

General SSR Requirements

- The SSR is both a quantitative and qualitative assessment of strengths and limitations of the program.
- Include information about:
  - All methods of instructional delivery
  - All possible paths to degree
  - All remote or online offerings
- Program name MUST BE IDENTICAL to that used in institutional publications, the Request for Evaluation (ABET RFE) and on the transcripts of graduates
- The SSR focuses primarily on accreditation criteria

General SSR Requirements
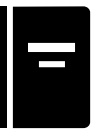
- The self-study report and any required supplemental materials (not display materials) should be uploaded on your Institution's ABET general review page in the **AMS (Dashboard/Reviews/2023 ETAC General Review)** as pdf read-only files by **July 1st**.

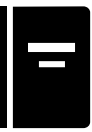 >> Recommend: pdf file not to be password protected to allow PEVs to electronically mark up.
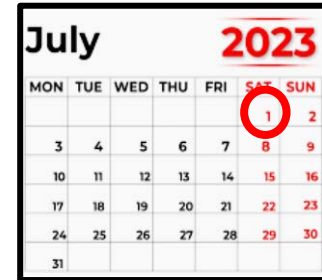
- Please **do not** send Self-Study Reports.
  - In an email
  - As a hard copy through the mail
  - On a data stick through the mail

- The self-study report and supplemental materials must be totally **self-contained** in the medium submitted.

(AMS: Accreditation Management System)

General SSR Requirements

- Your approved Team Chair and PEVs will be able to access the self-study, its appendices or any supplemental materials via the ABET secure site (AMS).

- The institution's primary contact must coordinate with the Team Chair to confirm distribution approach for the transcripts for each program.

  (uploading the (redacted) transcripts to AMS is convenient for PEV access)
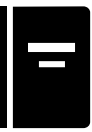
General SSR Requirements

- It is important for programs **only** to answer the questions in the self-study questionnaire and not add extraneous material, even if you are proud of the program's activities or capabilities.

- Adding irrelevant material makes the evaluator's job more difficult as they focus on compliance with the criteria.

- The questionnaire's questions were written to focus you on the questions that evaluators must answer!

- The PEV worksheet (or program self-evaluation tool) was devised by dissecting the criteria and APPM requirements.

Common Issues Found in SSRs (by Criterion)

ETAC Criteria

General Criteria

1. Students

2. Program Educational Objectives

3. Student Outcomes
   - Now mapped to elements 1-5 (previously a-k/a-i)
   - If program uses different outcomes, provide map to new elements, 1-5

4. Continuous Improvement

5. Curriculum

6. Faculty

7. Facilities

8. Instutional Support

Other requirements

Program Criteria

Program criteria limited to curriculum and faculty

Accreditation Policy and Procedure Manual (APPM)

Criterion 1. Students

- Records of Student Work/Transcripts
    - Will be evaluated using a form like this one
    - Program name and degree awarded must be exactly as shown on the RFE

Common issues:

- Lack of documentation on why prerequisite requirements are not met
- Inconsistencies in identification of which campus is awarding the degree and campuses identified in the RFE

Transcript Analysis

ETAC Curricular Category	ETAC Criteria Requirement	Number of Credits*					
		Credits Actually Earned by Student #					
		1	2	3	4	5	6
Mathematics and Science							
Discipline Specific Topics	$1/3 \leq 2/3$ total credits						
General							
Integration of Content (BS degrees)							
Total							
Other Transcript Analysis Questions	Is this requirement met? YES or NO						
Transcript demonstrates the student meets all program graduation requirements?							
Transcript demonstrates the student follows all prerequisite requirements and any waivers are documented? (PEV should flag any violations.)							
Degree audit information matches the program's published degree requirements?							

Criterion 2. Program Educational Objectives

Common issues:

- Constituents' involvement in the review and revision process:

  - Not all identified constituents have been involved in the review process.

    Note: For ETAC, the advisory committee must be a key constituent.

  - PEOs not reviewed periodically and systematically or lacking documentation.

- While not required, a table or flowchart illustrating the following can be helpful to summarize the review process:

  - Key constituents involved in the review of PEOs
  - Timetable for those constituents' review of the PEOs (schedule and when last accomplished)
  - Manner of the review (survey tool or process)
  - How reviewed results are utilized (who does what)

Criterion 2. Program Educational Objectives (continued)

- It is necessary to show how the review processes and their results are documented, evidence of which will be necessary in the ABET review process.

- The PEO statements themselves will be reviewed for compliance with the criteria definition of a PEO.

  - PEOs are broad statements that describe the endeavors graduates are prepared to engage in after graduation.

  - Program educational objectives are based on the needs and interests of the program's constituencies.

  - If the PEO statement does not appear to meet the criteria definition, it is imperative that the constituency review process endorsing the statement is well documented.

Criterion 3. Student Outcomes

Common issues:

- One or more of the ETAC (1) – (5) elements (or sub-elements) not addressed by the program's student outcomes

- Lack of process and documentation for the periodic review and revision of the program's student outcomes

- Review process not documented to show periodic review

- Note that the criterion does not specify who must do the review

- SOs changed during the evaluation cycle, but the old SOs were not mapped to the new SOs.

Criterion 4. Continuous Improvement

Common issues:

- Process not documented or appropriate

- Assessment processes do not address all student outcomes

- Course level, e.g., course learning outcomes, assessment and individual course improvement actions without a program/student outcome level process

- Student outcome or performance indicator not being assessed by an appropriate instrument

- Assessment processes do not discern attainment of each student outcome (or its performance indicator if they are being used)

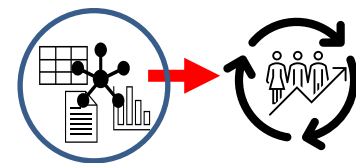# Criterion 4. Continuous Improvement

- Assessment activity applies to multiple student outcomes, e.g., lumps several student outcomes together

- Overreliance on indirect evidence as assessment data

- Data collected in courses with multiple programs' students but not disaggregated by program

- Death by assessment - too much, with too little result

- ETAC urges programs to focus on continuous improvement—using assessment and evaluation of attainment of student outcomes to guide continuous improvement actions;

  rather than

- A misguided focus on only assessment!!

Criterion 4. Continuous Improvement

- Assessment methods are ad hoc or inconsistently used

- No documentation of **evaluation** of the assessment data

- Data are collected and evaluated, but the information does not lead to continuous improvement actions when warranted

- Use of inappropriate means to avoid continuous improvement

  - Setting a low bar to avoid improvement action

  - Continually meeting desired attainment level and thus not making any improvement actions over multiple years

- Inappropriate assessment data

  - Use of course grades or exam grades as assessment data

  - Use of averaging of averages to determine attainment levels

Criterion 5. Curriculum

Common issues:

- Insufficient documentation of advisory committee engagement in curriculum/advisement.

- For baccalaureate programs: Curriculum does not include the application of integral and differential calculus, or other mathematics above the level of algebra and trigonometry, at the level appropriate to the student outcomes and the discipline.

- For associate programs: Curriculum does not include the application of algebra and trigonometry at a level appropriate to the student outcomes and the discipline.

- Curriculum does not include design considerations appropriate to the discipline and degree level (such as use of engineering standards and codes, public safety and health; ...).

- Curriculum/student instruction does not address ethics, diversity and inclusion awareness, quality, or continuous improvement.
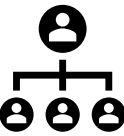
Criterion 6. Faculty

Common issues:

- Faculty numbers not adequate for advising, interaction, or professional development

- Faculty size currently adequate but factors such as program growth and attrition could jeopardize the adequacy of faculty size

- Faculty lack professional development activity or involvement with industry
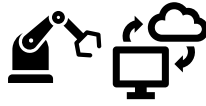
Criterion 7. Facilities

Common issues:

- Equipment needs upgrade, repair, or maintenance

- Program lacks planning for staff or other resources related to maintenance or upgrades

- Students do not have access to appropriate modern equipment or tools of the discipline

- Space and equipment currently adequate, but reason to anticipate that increased enrollment or current budgeting trends may jeopardize it.

Criterion 8. Institutional Support

Common issues:

- Inadequate support for laboratories (e.g., equipment or safety requirements)

- Insufficient technical support staff

- Evidence of excessive faculty turnover

- Lack of continuity of program leadership

Program Criteria

Program Criteria

- Describe how the program satisfies any applicable program criteria.

- This is often a connection to specific topics as covered in program's courses.

- Reference to materials that will be available is also helpful.

- If already covered elsewhere in the self study-report, provide appropriate references.

NOTE: Not all programs have program criteria.

Self-Study Report Tips

- ABET offers a self-study workshop (which has a fee).

  - Self-Study Development Workshop: **April 19, 2023 in Nashville, TN**. https://symposium.abet.org/workshops/

  - ABET Symposium: **April 20-21, 2023 in Nashville, TN.** https://www.abet.org/events/abet-symposium/

- Proofread by someone not heavily involved in writing the program's SSR.

- Once it is written, do a self-evaluation using the T353 document. This document was written based on the evaluation document (T351) used by PEV but with the program in mind.

https://www.abet.org/wp-content/uploads/2021/03/ETAC-Program-Self-Evaluation-Tool.pdf

Visiting Team

Team Chair (TC)

Primary Contact before & after the visit

ABET Experts

Volunteers selected by ETAC ExCom

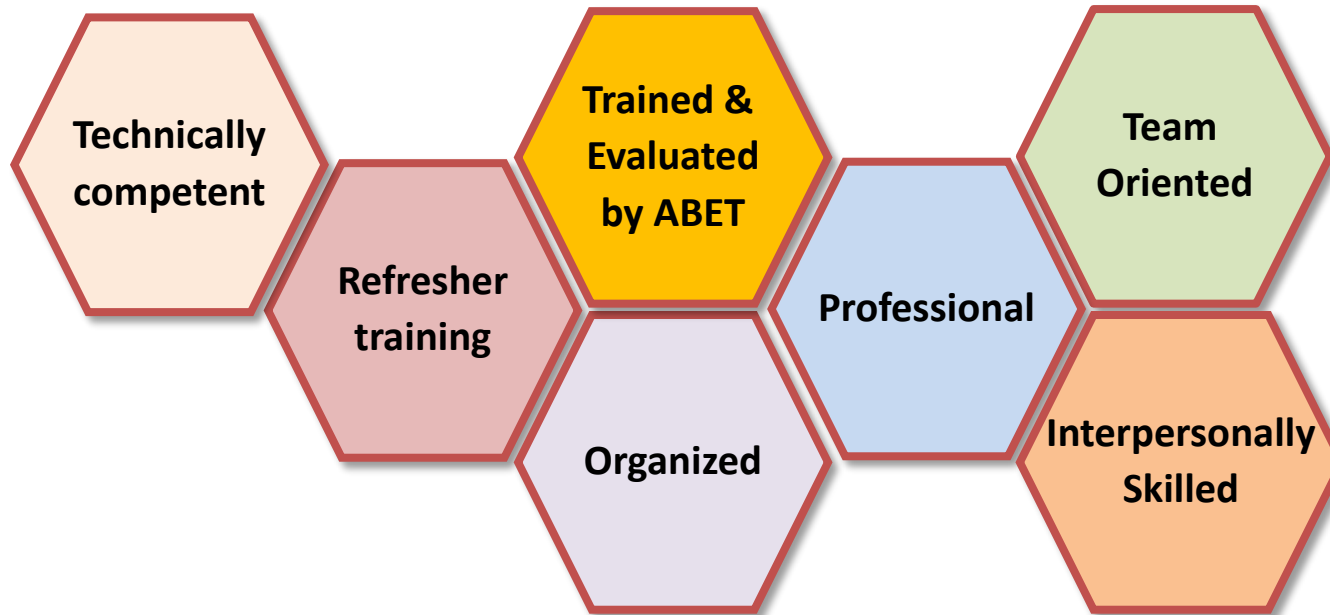Will decide communication protocol

Program Evaluators (PEVs)

ABET Experts

Volunteers selected by professional society

Observers

No vote in accreditation process

PEV in training, ABET staff or state board member

Technically competent

Refresher training

Trained & Evaluated by ABET

Organized

Professional

Team Oriented

Interpersonally Skilled

- Team Chair
- Program Evaluators

Must be approved by the institution

Institution can only reject TC or PEV if a conflict of interest is identified.

Then, a new TC and/or PEV will be assigned.

Approval of Team Chair by Institution

- Institutions must approve the team chair via AMS

  (AMS: Accreditation Management System)

- If the institution has a conflict of interest with the assigned team chair, they can select "not approve" and ETAC will assign a new team chair.

- Programs must also approve the PEV(s).

- If there is a conflict of interest with the assigned PEV, they can select "not approve" and reason, the society will assign another PEV.

Tasks to complete before July 2023

- April - May

  Team Chair Approval

- May - June

  PEV Approvals

- July 1st

  Self-Study Report Due

- Now to Evaluation

  Prepare display materials

ABET

Before July 1st

- ✓ Team Chair approved
- ✓ Self-Study report uploaded
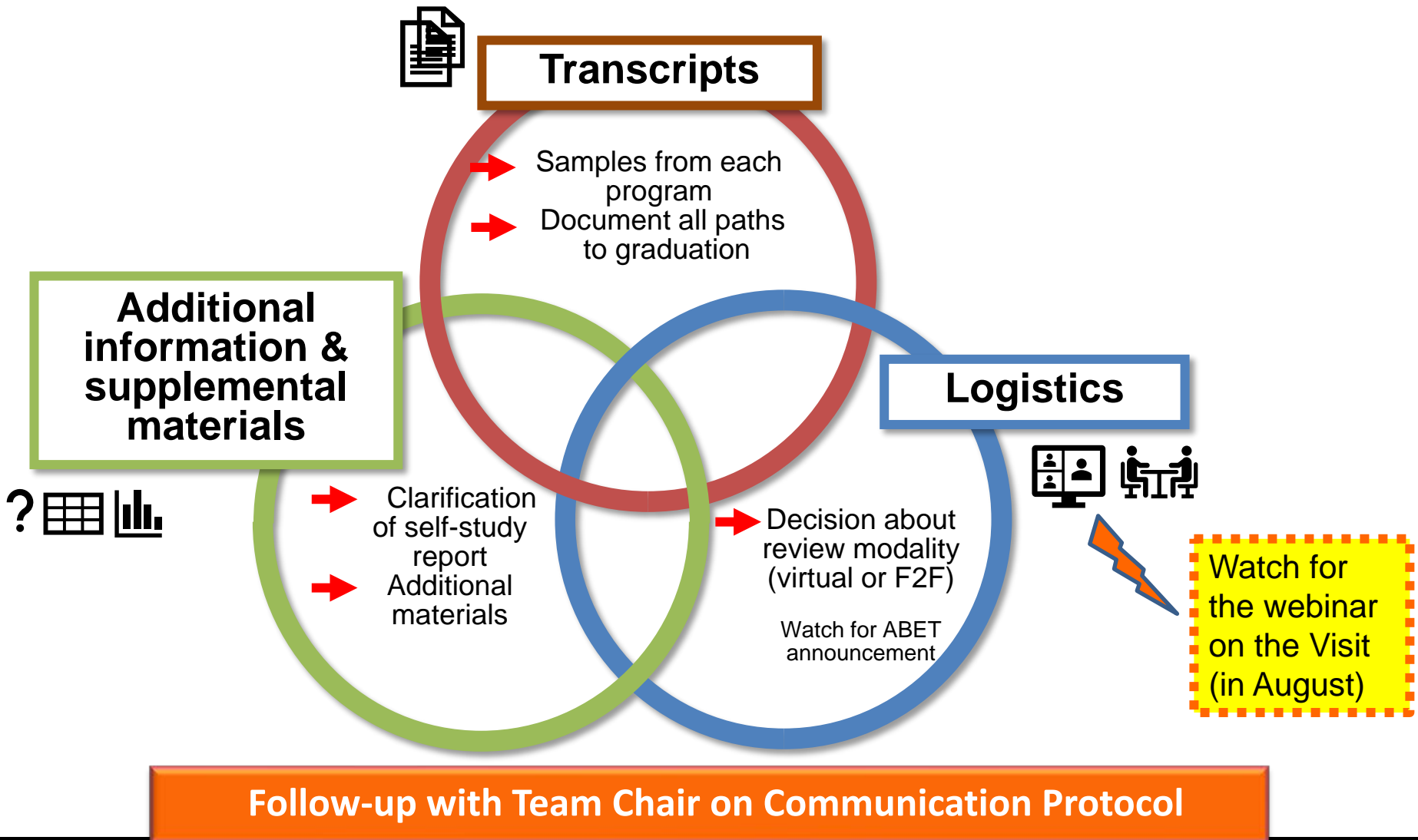- ✓ Evaluation dates set
- ✓ PEVs approved

Also be prepared to provide after July - August

- ❑ Transcripts for each program
    - ❑ Team chair can provide guidance on number of transcripts
    - ❑ Student names should be removed and replaced by a tracking code
- ❑ Explanation and documentation of course substitutions
- ❑ Documentation of approval of transfer/substitution of courses
- ❑ Graduation audit form or process documentation

Follow-up with Team Chair: Transcript and Enrollment documentation

Before the Visit - after Team Approved

Transcripts

→ Samples from each program
→ Document all paths to graduation

Additional information & supplemental materials

→ Clarification of self-study report
→ Additional materials

Logistics

→ Decision about review modality (virtual or F2F)

Watch for ABET announcement

Watch for the webinar on the Visit (in August)

Follow-up with Team Chair on Communication Protocol

Thank you!
Any questions?

Frank Hart: fhart@abet.org

Mark Lower: Lowermd@ornl.gov

Berrin Tansel: Tanselb@fiu.edu

Gary Clark: Gac@ksu.edu

Ilya Grinberg: grinbeiy@buffalostate.edu

Please provide us your feedback on this session

https://app.meet.ps/attendee/ar29ob74

- 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