Institutional Representatives Webinar

CAC Self-Study Report (SSR)

2023-24 Accreditation Cycle

April 5 and 13, 2023

Jean Blair

CAC Chair, 2022-23

Harold Grossman

Adjunct Accreditation Director, Computing

Welcome!

We will be recording today's webinar

- Recording and slides will be available on ABET's website.

- All Institutional Representatives will receive a follow-up email with a link to, and instructions how to access, the recording and slides at their location on the ABET public website.

Q & A

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

- We are not actively monitoring chat, so any questions asked via the chat function may be missed.

If we cannot address all of your questions due to time constraints, please follow up with:

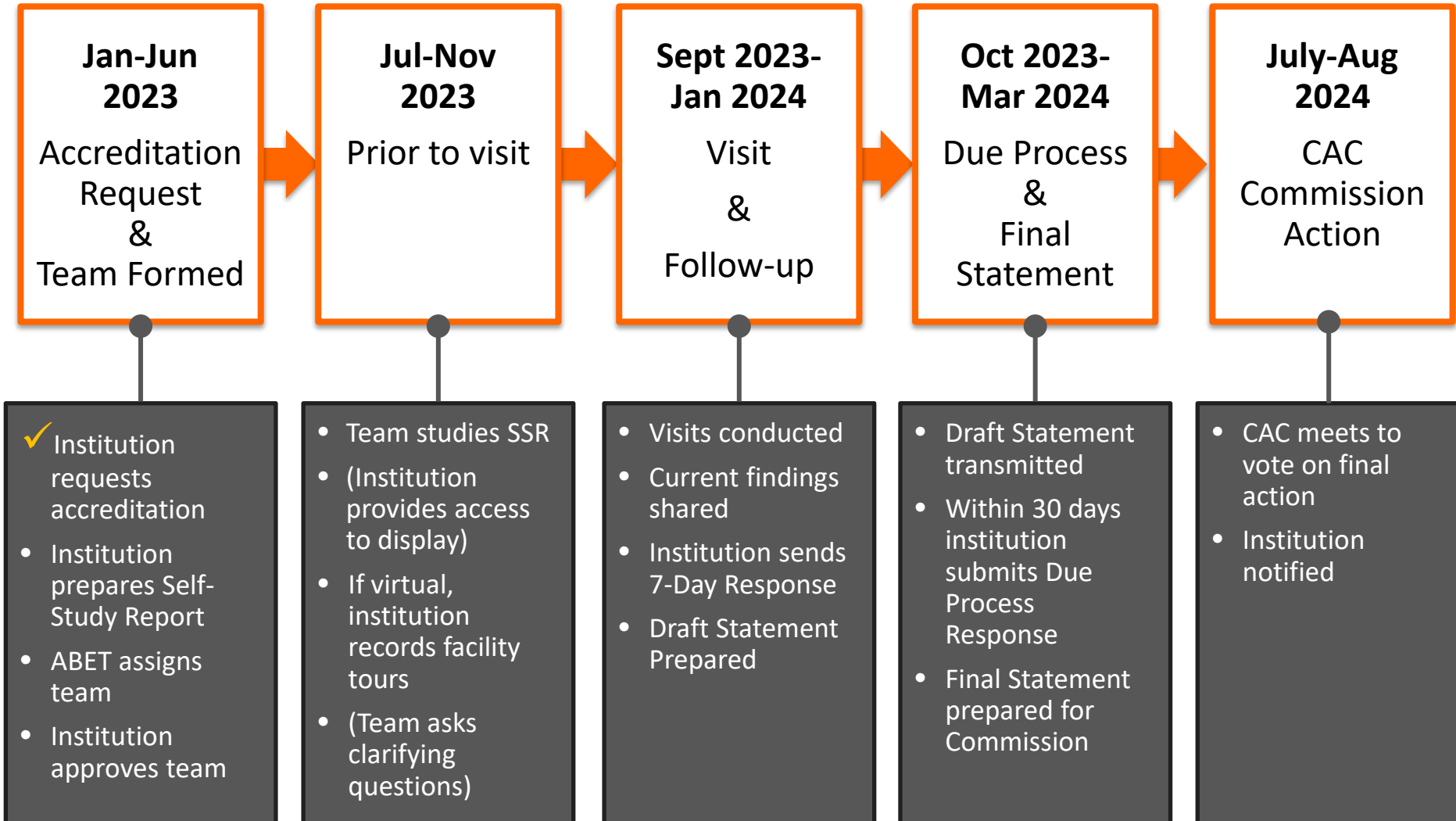Harold Grossman, hgrossman@abet.org

Today's Agenda

- Accreditation Timeline
- Self Study Report Preparations
- Criterion-by-Criterion Observations
- Pre-visit Activities
- Future Webinar on Preparing for the Visit
  - May 11 or 15

Mutual Goal:
Work toward a successful and productive accreditation visit!

Accreditation Timeline, 2023-24 Cycle

Jan-Jun 2023	Jul-Nov 2023	Sept 2023-Jan 2024	Oct 2023-Mar 2024	July-Aug 2024
Accreditation Request & Team Formed	Prior to visit	Visit & Follow-up	Due Process & Final Statement	CAC Commission Action

✓ Institution requests accreditation • Institution prepares Self-Study Report • ABET assigns team • Institution approves team	• Team studies SSR • (Institution provides access to display) • If virtual, institution records facility tours • (Team asks clarifying questions)	• Visits conducted • Current findings shared • Institution sends 7-Day Response • Draft Statement Prepared	• Draft Statement transmitted • Within 30 days institution submits Due Process Response • Final Statement prepared for Commission	• CAC meets to vote on final action • Institution notified

Self-Study Report (SSR) Preparations

Gather ABET Materials

Computing Accreditation Commission (CAC)

2023-2024 Criteria
2022-2023 Criteria
2021-2022 Criteria
2020-2021 Criteria
2019-2020 Criteria
2018-2019 Criteria
2017-2018 Criteria

CAC Program Evaluator Workbook
CAC Observer Visit Packet
Guidance on Materials
2023-2024 Preparing Interim Reports
Webinar (Recording) (Slides)

Begin by collecting accreditation materials (2023-2024):

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

- Accreditation Criteria
- Program Evaluator Workbook (contains the Program Evaluator Worksheet and Program Evaluator Report)
- Accreditation Policy and Procedure Manual (APPM) not shown

Gather ABET Materials

Begin by collecting accreditation materials (2023-2024):

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

- Accreditation Criteria
- Program Evaluator Workbook (contains the Program Evaluator Worksheet and Program Evaluator Report)
- Accreditation Policy and Procedure Manual (APPM)

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

Self-Study Questionnaire/Template

Know Where to Find Your Materials

You might benefit from having readily available as you write:

- Your document describing your review and revision of Program Educational Objectives process (Criterion 2)
  - List of your primary constituencies
  - Minutes of review and/or revision meetings

- Your document describing your Continual Improvement Process (Criterion 4)
  - Your continual improvement products
  - Minutes of continual improvement meetings

- Your curriculum requirements for the major

Understand the Purpose

- Write a distinct SSR
  for each program under review.

- The primary audience is

  The Program Evaluator (PEV)

  The Team Chair (TC)

- **Your goal**: demonstrate that the program
  satisfies all aspects of the Criteria and
  relevant portions of the APPM. Be

  Clear,

  Concise,

  Candid, and

  Focused.
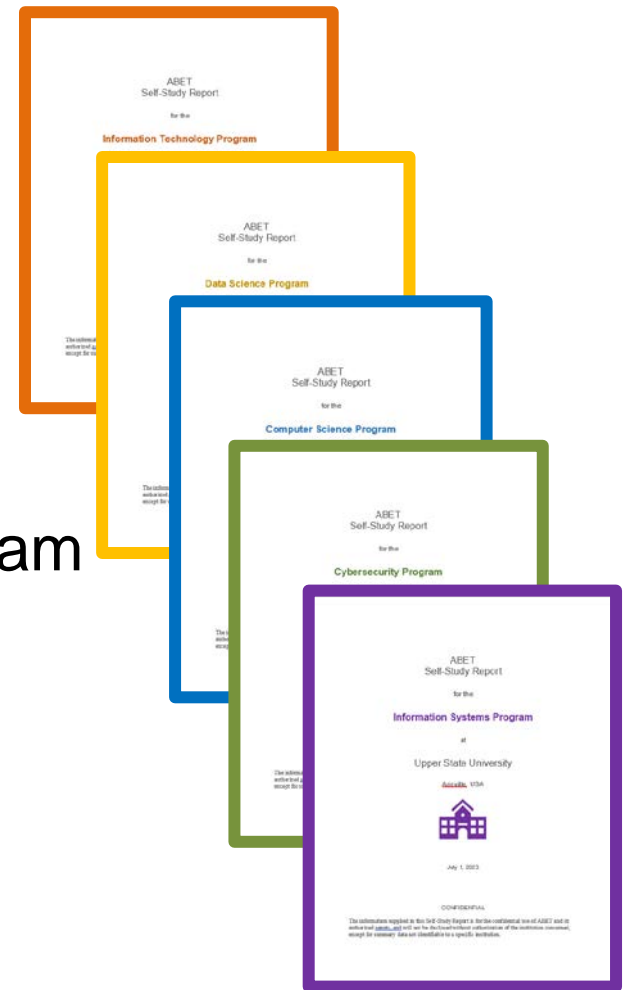
Put Yourself in the PEV Mindset

Your goal: demonstrate that the program satisfies all aspects of the Criteria and relevant portions of the APPM.

The Program Evaluation Worksheet (PEW):

- Identifies, criterion by criterion, what the PEV will be looking for
- Provides key elements of each criterion that must be addressed in the SSR

The Program Evaluator Report (PER):

- Identifies curricular requirements
- Identifies key aspects of continual improvement processes
- Also: records transcript analysis and meetings during the visit

The Self Study Report – Overall

- Focuses on accreditation criteria.
- Is both a quantitative and qualitative self-assessment
    Of strengths and limitations of the program.
- Should include information about:
    - All methods of instructional delivery
    - All possible paths to degree
    - All remote or online offerings
- Should not include not-relevant-to-the-criteria information.
    - Answer only the questions in the self-study questionnaire. They are meant to focus your efforts on the task at hand.
    - There will be other opportunities to share your pride and joy. Make the PEV's job as easy as possible.
- Must be self-contained, not rely on external hyperlinks.

Submitting the Self Study Report(s)

- **When**: by July1, 2023
- **What**:
  - SSR(s), each as a PDF file
  - Any required supplemental materials (not display materials)
- **Where**: upload on your Institution's ABET general review page in the Accreditation Management System (AMS)

    Dashboard/Reviews/Current Reviews

- Do not send by any other means

ABET Team Access to Your Materials

- Your *approved* Team Chair and *approved* PEVs will be able to access
  - the self-study,
  - its appendices, and
  - any supplemental materials

  through the ABET secure site (AMS).

- For Transcripts:
  - Institution primary contact coordinates with Team Chair
  - Team Chair designates how many and how to pick for each program
  - You must agree on distribution approach; uploading the (redacted) transcripts to AMS is convenient for PEV access and secure for all

General Advice

- Start now, if you have not already

- Answer all questions in the questionnaire

- Get the faculty involved in writing the self-study report

- Be sure to include a summary of any significant changes since the last review (if this is a re-accreditation visit).

- Program name must be identical to that used in institutional publications, the ABET RFE and on the transcripts of graduates.

Questions/Comments?

Criterion by Criterion Observations

CAC Criteria

General Criteria

1. Students
2. Program Educational Objectives
3. Student Outcomes
4. Continuous Improvement
5. Curriculum
6. Faculty
7. Facilities
8. Institutional Support

Program Criteria

3. Student Outcomes
5. Curriculum
6. Faculty

Note: all General and Program Criteria (when applicable) must be satisfied!

Other Requirements

Accreditation Policy and Procedure Manual (APPM)

Criterion 1. Students

Common Observations

- Lack of documentation on why prerequisite requirements are/are not being met

- Lack of evidence that students are being properly advised

- Transcript review indicates that students have not completed all graduation requirements and there is no documentation validating waiver

Record of Student/Transcript

- Evaluated using a form like this

- Program name and degree awarded must be exactly as shown on the RFE

Criterion 2. Program Educational Objectives (PEOs)

- Must show evidence of how review processes and their results are documented.

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

  - PEOs are broad statements that describe what graduates are prepared to attain within a few years after graduation.

  - PEOs are based on the needs of the program's constituencies.

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

Criterion 2. Program Educational Objectives (PEOs)

Common Observations

- PEOs are not framed as broad attainments

- PEOS are framed as Student Outcomes

- PEO review and revision process:

  - Not all stated constituents were involved in the review process

  - PEOs not reviewed periodically and systematically

  - PEO review process lacks documentation

- Although not required, an illustrative table or flowchart can be helpful:

  - 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, meeting or process)

  - How reviewed results are utilized (who does what)

Criterion 3. Student Outcomes (SOs)

Common Observations

- SOs (including the program-specific SO) aren't verbatim

    Note: programs jointly-accredited with another commission have some flexibility

- SOs are not documented or not publicly stated

- Publicly stated SOs are not consistent with the outcomes being assessed by the program

- One or more of the SOs is not included in the program's documented outcomes

- Program has defined additional SOs (which is permitted) but is not assessing them

Criterion 4. Continuous Improvement

Common Observations – no documentation of …

- The overall continuous improvement process
- Each instantiation of evaluating the assessment data
- Each consideration of results as input to program improvement
- (If decide on improvements)
  - What is to be done
  - When it will be implemented
  - Assignment of responsibility for the change(s)
  - When follow-up review will occur

Criterion 4. Continuous Improvement

Common Observations – appropriateness

- Assessment and evaluation are only at the course level, not at the program level

- Data does not/cannot get at extent of SO achievement
  - Use of course grades or exam grades as assessment data
  - Use of averaging to determine attainment levels

- Assessment activity lumps multiple SOs (using same rubric)

- Overreliance on indirect evidence

- Data collected across students from multiple programs and not disaggregated by program

- Death by assessment – too much, with too little benefit to program

Criterion 4. Continuous Improvement

Common Observations – complete and systematic

- Process does not address all SOs
    - In total, assessment events address only a portion of an SO
    - Process does not discern the extent of attainment of each SO
- Assessment methods are ad hoc or not used consistently
- Data are collected and evaluated, but the information does not lead to improvement actions when warranted
- Seemingly inappropriate avoidance of making the process effective for the program

    For example, setting a low bar to avoid improvement action

Criterion 4. Continuous Improvement

- **Criterion 4 is about bringing value to your program**

- **… by using assessment and evaluation of attainment levels of student outcomes to guide continuous improvement actions**

- **… not by spending faculty time on collecting and organizing uninformative assessment data**

Assessment Resources

On-Demand Webinars

Introduction

Program Educational Objectives

Gloria Rogers
ABET Senior Adjunct Director for Professional Offerings

Elaine Cooney
Senior IDEAL Scholar, ABET

Student Outcomes
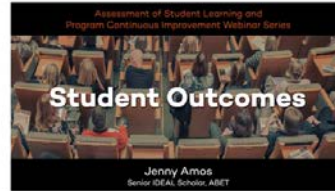
Jenny Amos
Senior IDEAL Scholar, ABET

Assessment of Student Learning Introduction

Gloria Rogers, ABET Senior Adjunct Director for

Program Educational Objectives

This webinar covers expectations for the development and maintenance of your Program

Student Outcomes

Jennifer "Jenny" Amos, ABET Senior IDEAL Scholar, deconstructs student outcomes for

Assessment Planning Tools

Self Assessment

An instrument that can be used to determine the status of a program assessment process.

Assessment Planning Matrix

Sample matrix to demonstrate the program assessment process and results.

Sample Protocol for Pilot Testing Survey Items

Example of how you can test your survey items for validity before administering the survey.

Timelines and Responsibilities

Documenting the processes involved in program assessment.

Assessment Planning Articles

Using Commercial Exams for Program Assessment

Things to consider if you are thinking of using a commercial exam for

Using Course or Test Grades for Program Assessment
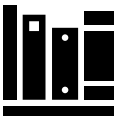
Use of course or test grades as

Understanding the Accreditation Question

Design of the assessment process rests on the understanding of the

https://assessment.abet.org/resources/

Questions/Comments?

Criterion 5. Curriculum

General Criteria Common Observations

- Not enough computing credits
- Principles and practices for secure computing is lacking
- Local and global impacts of computing solutions is lacking

Computer Science Criteria Common Observations

- Not enough or inappropriate math
- Not enough or inappropriate Natural Science
- No exposure to ….. [any of the listed topics]
- Exposure, but not substantial coverage of ….. [any of the listed topics]
- No major project that requires integration and application of knowledge and skills acquired in earlier coursework
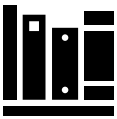
Criterion 5. Curriculum

Cybersecurity **Criteria Common Observations**

- Missing coverage of "application" of CY Student Outcome
- Lacking coverage of fundamental topic(s) ….. *[there are 8]*
- Lacking coverage of advanced topics that build on ….
- Crosscutting concepts not cutting across ….. *[there are 6]*

Data Science **Criteria Common Observations**

- Lacking coverage of the full data science lifecycle ….. *[6 parts]*
- Not requiring an application area

Information Systems **Criteria Common Observations**

- IS environment Lacking (see definition of IS environment)

Information Technology **Criteria Common Observations**

- Not using the 2023-24 Criteria document

Criterion 6. Faculty

General Criteria Common Observations

- Faculty numbers are not adequate for advising, interaction, or professional development, or offering courses for students to graduate on time

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

- Some faculty members lack professional development activity

- Faculty do not have the appropriate authority for program guidance

Computer Science and Information Systems Common Observations

- No faculty member(s) has/have the qualification in the program criteria
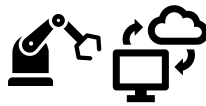
Criterion 7. Facilities

Common Observations

- 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
- Faculty do not have access to appropriate modern equipment and tools
- Space and equipment currently may be adequate, but there is reason to believe that increased enrollments or current budgeting trends may jeopardize it in the future
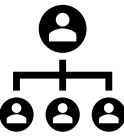
Criterion 8. Institutional Support

Common Observations

- Inadequate support for laboratories (e.g., equipment or physical space)

- Insufficient support staff

- Evidence of excessive faculty turnover

- Lack of continuity of program leadership

- Lack of support for the program

- Environment and resources are inadequate to support attainment of student outcomes

Reporting Program Criteria

- Documenting program criteria compliance is as important as documenting general criteria compliance

- If already covered elsewhere in the SSR, provide clear references to where it can be found

Note: all General and Program Criteria (when applicable) must be satisfied!

Self-Study Report Tips

- ABET offers a self-study workshop (which will have a fee). Watch for ABET communications.

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

- Once it is written, do a self-evaluation using the same documents that will be used by the PEV.

  - Program Evaluator Report (C341).

  - Program Evaluator Worksheet (C351).

  - These are available in the PEV Workbook on the ABET website.

- If you have a CAC PEV or TC available on your faculty, ask for an evaluation of the Self-Study Report.

Questions/Comments?

Pre-Visit Activities

Visiting Team

Team Chair (TC)

Primary Contact before & after the visit

ABET Experts

Volunteers selected by CAC ExCom

Will decide communication protocol

Program Evaluators (PEVs)

ABET Experts

Disciplinary 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

Interpersonally Skilled

Professional

Organized
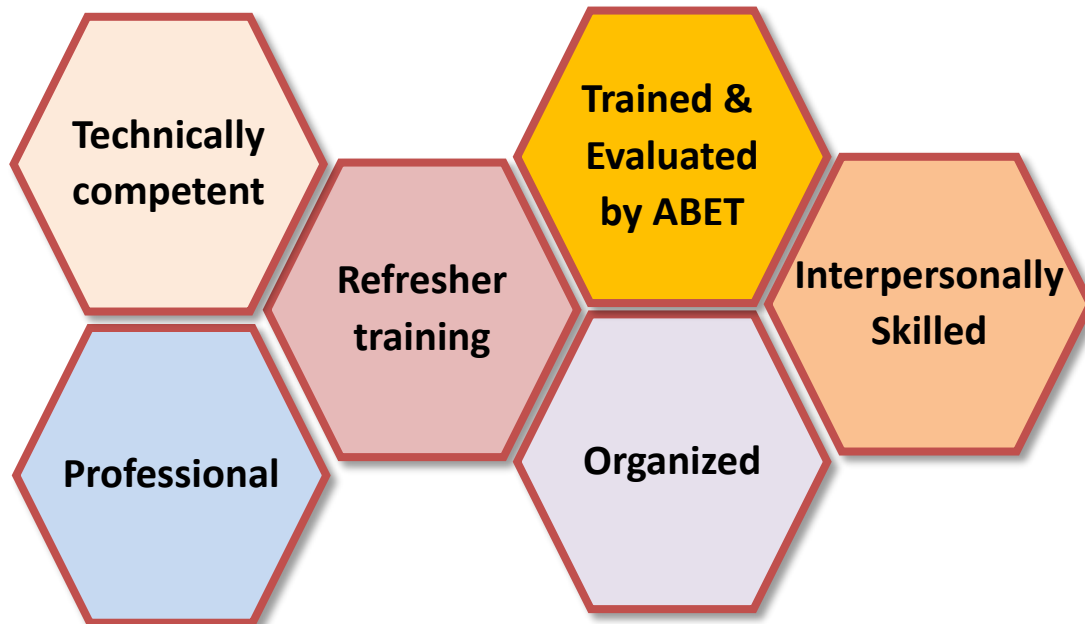
Institution must approve the team members

- Team Chair
- Program Evaluators

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

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

Before the Visit — after Team Approved

Transcripts

→ Samples from each program

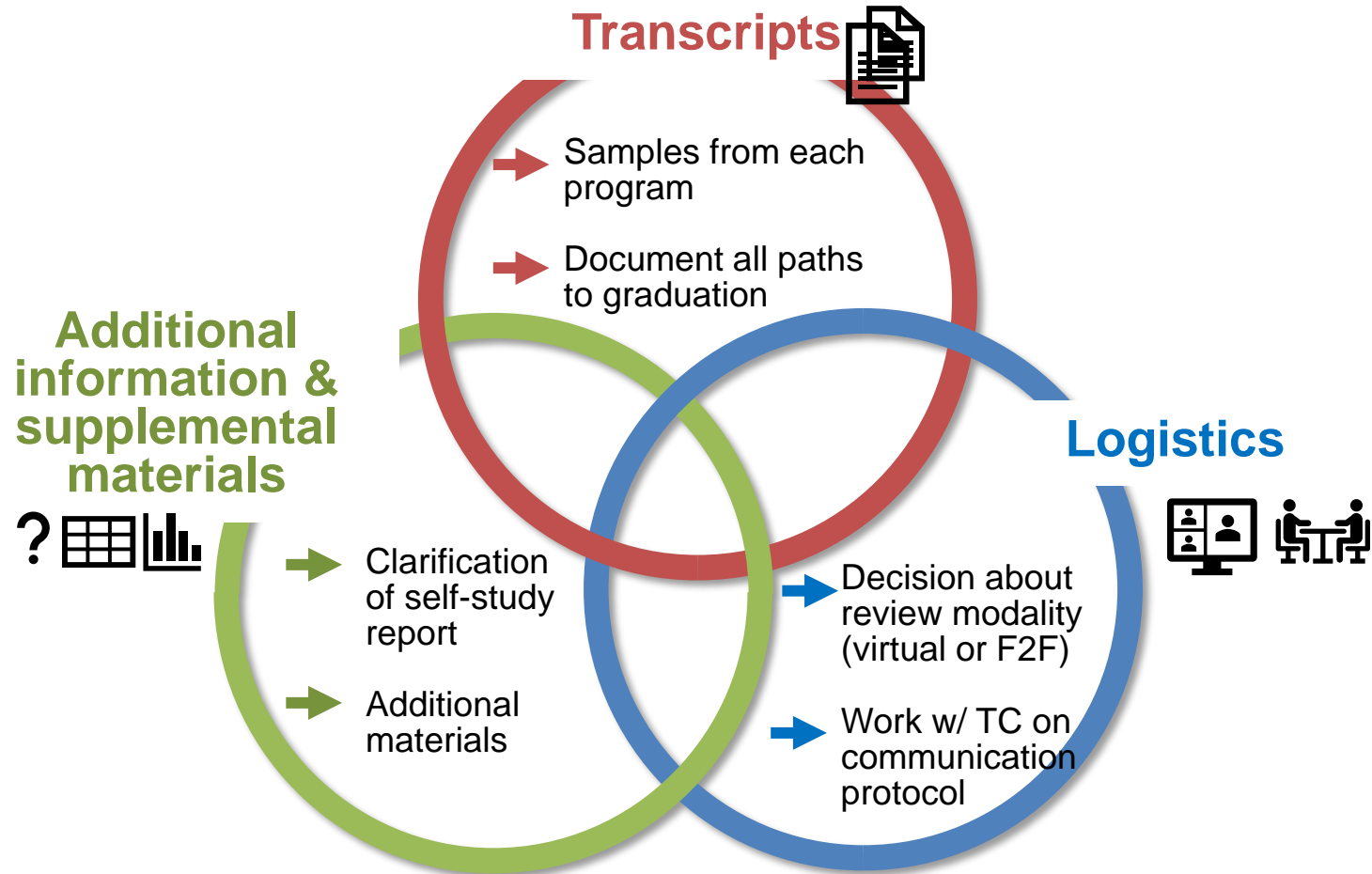→ Document all paths to graduation

Additional information & supplemental materials

→ Clarification of self-study report

→ Additional materials

Logistics

→ Decision about review modality (virtual or F2F)

→ Work w/ TC on communication protocol

Watch for the webinar on the preparing for your CAC visit

- **May 11 at 4 p.m. Eastern**
- **May 15 at 9 a.m. Eastern**

Tasks to complete before July

(optional)
May 11 or 15
Prep for CAC Visit Webinar

- ## May - July
PEV Approvals

- ## May - July
PEV Approvals

- ## July 1st
Self-Study Report Due

- ## Before Now to Evaluation
Prepare display materials

Before July 1, 2023

- ✓ Team Chair approved.
- ✓ Self-Study report uploaded.
- ✓ Evaluation dates set.
- ✓ PEV(s) approved.
- ✓ Finish collecting all course materials, and assessment documentation.

Be prepared to provide after July 2023

- ❑ Transcripts for each program being reviewed.
  - ❑ Team chair will inform you about the number/type 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

After July 1, 2023

- Suppose after you submit the SSRs then …
  - You find mistakes on your own, or
  - The visit team asks you questions, and you realize some items are missing, or insufficient, or incorrect.

- Do you redo the SSR? NO

  The purpose of the SSR is to get the review started. Once you submit, the SSR is done!

- If you need to make additions or corrections …

  Just provide them to the Team Chair as supplements.

Questions? Comments?

CAC Contacts

Harold Grossman, Adjunct Director - Computing: hgrossman@abet.org

David Gibson, CAC Chair, 2023-24:   dsgibson@comcast.net
Jean Blair, CAC Chair, 2022-23:   jean.blair@westpoint.edu
Rajendra K. Raj, CAC Chair, 2021-22:   rkr@cs.rit.edu

ABET HQ – Accreditation Contacts

Jane Emmet, Senior Director, Accreditation Operations
Tom Walker, Manager, U.S. Accreditation
Sherri Hersh, Manager, International Accreditation
Anna Karapetyan, Coordinator, International Accreditation

Watch for the webinar on the preparing for your CAC visit

- **May 11 at 4 p.m. Eastern**
- **May 15 at 9 a.m. Eastern**