CAC Guidance on Supplemental Materials

From the 2023-2024 APPM:

I.E.5.b.(2) Materials – Evaluators will review materials that are sufficient to demonstrate that the program is in compliance with the applicable criteria and policies. Much of this information should be incorporated into the Self-Study Report (see I.D.1.f); additional evidence of program compliance may be made available to evaluators prior to and during the visit, using an on-line storage location. The program should make the following on-site materials available to the team during the visit, without duplicating materials provided in the Self-Study Report.

- *Materials addressing issues arising from the team's review of the Self-Study Report or on-line instructional materials*
- *Documentation of actions taken by the program after submission of Self- Study Report as being available for review during the visit*
- *Materials necessary for the program to demonstrate compliance with the criteria and policies*
- *Representative examples of graded student work including, when applicable, major design or capstone projects*

Definition of Display Materials from the ABET Glossary

Materials necessary for the program to demonstrate compliance with the criteria and policies. These could include but are not limited to representative examples of graded student work including, when applicable, major design or capstone projects.

Guidance: What a team can expect from a program/What a program should prepare and provide for supporting evidence.

Introduction:

It is the program's responsibility to demonstrate compliance with all applicable criteria. These are materials that the team will likely need to examine for the program to demonstrate compliance. Some may have been provided as part of the self-study.

Criterion	Materials
1: Students	• Any additional transcripts requested by the team along with backup cover memos, graduation check sheets, degree audit reports. • Backup documentation for coursesubstitutions or waivers.
2: Program Educational Objectives	• Copies of instruments used to involve constituencies in thePEO review process. • Data from instruments and analysis. • Minutes of meetings or other evidence where PEO's are reviewed, approved, etc.
3: Student Outcomes	• None (it should all be in the Self-Study Report)
4: Continuous Improvement	• Representative examples of student work including, when applicable, capstone, or comprehensive projects that are used to gather assessment data for specific Student Outcomes, or which support enabling • Assessment and evaluation instruments, data, analysis. • Evidence of consideration of assessment and evaluation for Continuous Improvement actions.

	• Documentation of faculty consideration (meetings, email exchanges, etc.) of program improvements based on assessment and evaluation of student outcomes. • Program improvement actions from sources other than assessment and evaluation.
5: Curriculum	• Detailed syllabi and course materials including textbook information to provide evidence, such as a sampling of student work, that demonstrates the breadth and depth of topic coverage and verifies coverage of curricular elements specifically listed in Criterion 5 of the General Criteria and in any applicable Program Criteria. • Representative examples of capstone or comprehensive project reports, as applicable.
6: Faculty	• Only if there are changes to the faculty after the Self-Study Report was submitted, such as resignations, additions, reassignments, etc, or if faculty status has changed such as part-time, degrees earned, etc, then information describing faculty at the time of the visit should be provided.
7: Facilities	• A list of equipment (including age), software (including version information) and documentation available in each lab. • Replacement schedules for equipment • Photos/video of the lab.
8: Institutional Support	• Only if there are changes in Institutional Support that occurred after the Self-Study Report was submitted, updated information.
Program Criteria	• Course materials for evidence of inclusion of curricular topics cited by the general criteria and any applicable program criteria.

- Materials addressing issues arising from the team's review of the Self-Study Report or on-line instructional materials
- Documentation of actions taken by the program after submission of the Self-Study Report
- Documentation referenced in the Self-Study Report as being available to the team for review during the visit.
- Note that supplemental material should be made available electronically to the team at least a month prior to the visit.

<u>Notes:</u>

- ABET does not prescribe nor provide recommendations for the platform that a program should use to create its electronic materials (Supporting Materials) repository. Whatever platform is used should provide for team access using commonly available information technology.
- Programs are advised to contact the team chair early to share the access process and organization of the electronic repository. It is generally recommended that materials be organized in a manner that facilitates demonstrating to the PEV compliance with the requirements of each criterion. Regular communication and coordination with the team chair will ease the access and review process for all involved.
- It is reasonable to request that the institution provide an index into the material to facilitate ease of navigation of the materials by the visit team.
- For a virtual visit an overview of relevant library holdings may be requested to demonstrate

compliance with Criteria 7, Facilities.

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