ENGINEERING TECHNOLOGY
ACCREDITATION COMMISSION

GENERAL REVIEW DRAFT STATEMENT GUIDELINES

Revised May 14, 2023

UPPER STATE UNIVERSITY

[Location]

DRAFT STATEMENT OF ACCREDITATION

2023-24 ACCREDITATION CYCLE

UPPER STATE UNIVERSITY

AMS Generated – filled in directly from the RFE

ABET ENGINEERING TECHNOLOGY ACCREDITATION COMMISSION

DRAFT STATEMENT

VISIT DATES (will be provided by the AMS)

ACCREDITATION CYCLE CRITERIA: 2022-2023 (will be provided by the AMS)

INTRODUCTION & DISCUSSION OF STATEMENT CONSTRUCT (AMS provided)

The Engineering Technology Accreditation Commission (ETAC) of ABET has evaluated the Generic Engineering Technology (Bachelor of Science) program at Upper State University.

The statement that follows consists of two parts: the first addresses the institution and its overall educational unit, and the second addresses the individual programs.

A program's accreditation action will be based upon the findings summarized in this statement. Actions will depend on the program's range of compliance or non-compliance with the criteria. This range can be construed from the following terminology:

- Deficiency A deficiency indicates that a criterion, policy, or procedure is not satisfied. Therefore, the program is not in compliance with the criterion, policy, or procedure.

- 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.

- Concern A concern indicates that a program currently satisfies a criterion, policy, or procedure; however, the potential exists for the situation to change such that the criterion, policy, or procedure may not be satisfied.

- Observation An observation is a comment or suggestion that does not relate directly to the current accreditation action but is offered to assist the institution in its continuing efforts to improve its programs.

INFORMATION RECEIVED AFTER THE REVIEW

Seven-Day Response. Information shown here depends on the situation. If no response was provided by the institution, the following appears: No information was received in the seven-day response period.

INSTITUTIONAL SUMMARY

TCs add a brief institutional description - usually taken from the institution's website. This description usually includes its brief history, its serving area, a general overview of the topic areas and types of degrees offered (e.g., associate and bachelor's degrees in health sciences, business, and engineering technology) and its mission. List the regional accrediting agency of the institution; but avoid using dates related to institutional accreditation. Do not list the ET programs or include initial ABET accreditation dates.

Example:
Upper State University is a state institution located in the northwestern Tri-Rivers region and serves students and agriculture industry in the region. The college offers a variety of associate degree, bachelor's degree, and certificate programs in agricultural and technology. The mission of the college is to promote student success, prepare a skilled workforce and help build the regional economy by providing access to quality education. The institution is accredited by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools Commission on Institutions of Higher Education. The program submitted for evaluation is seeking initial accreditation.

Note: Care should be taken to avoid using terminology that may be of a marketing nature, for example "… Upper State University serves exceptional individuals with a wide range of academic opportunities …", would be better stated as "… Upper State University serves students in the Tri-Area region with academic programs in …".

INSTITUTIONAL STRENGTH

Include only factors that are truly exceptional and that greatly exceed expectations (see discussion below on a program strength for more information). State: what was observed, what makes it stand above the norm, and its positive effect on the program(s) or students.

GenericEngineering Technology

BS Program

Evaluated under ETAC Program Criteria for
Mechanical Engineering Technology and Similarly Named Programs

[NOTE: Basic information for the program (name, degree type and program criteria, if any, as shown above) will be entered by AMS. As noted below, the program introduction and all findings will flow from the Program Audit Tool (PAT)—used within the AMS by PEVs.

INTRODUCTION

PEVs and TCs should use the T422 as a guide when completing the program introduction within the AMS and the PAT. This brief introduction, including a **brief** program history and unique aspects of the program content or delivery, and/or faculty members, is written by the PEV in the Program Audit Tool (PAT) and that content inserted here by the PAT.

Typically, the introduction mentions employment opportunities/target employers for graduates and/or the region served by the program. Use the institution's/program's website or program input to determine the current program enrollment and number of graduates for the preceding academic year and include it in the introduction. **Do not** list program educational objectives, student outcomes, or initial accreditation dates. End the introduction with "This is an initial accreditation review" for new accreditation programs.

PROGRAM STRENGTH (if used)

Strength findings must include only factors that are truly exceptional and that greatly exceed expectations. There must be a seldom seen positive effect on students or program. Avoid relating the strength to an individual's contribution. In the strength finding, clearly state:

- What was observed
- What makes it stand above the norm
- The positive effect it has on the program or its students

PROGRAM DEFICIENCY (if used)

Criterion A. YYY (this information is supplied by the AMS)

The PEV must utilize the following three-part construct to describe the finding. However, **there are no paragraph breaks in the draft statement** within a finding and no "headers" are used. These three elements should be contained in one contiguous paragraph.

- What does the criterion say? Use a quotation to include the relevant portion of the criterion that leads to the finding. Begin the finding with:
    - This criterion states: "insert criterion language in quotes."
- Describe the evidence—what was observed or reported by the program. The descriptions used must match the severity level of a Deficiency, e.g., four of the five required student outcome elements were not included in the program's student outcomes.
- Describe the negative impact on the program or its students.

Conclude the finding with: Thus, the criterion is not met.

Since the PAT does not automatically include the level of finding in the Program Audit Form (PAF) generated by the PAT, TCs may instruct the PEV to add the level of finding before the criterion citation to ease the reading of the finding during the exit meeting. If so, the level of finding should be removed from the finding text in the draft statement.

PROGRAM WEAKNESS (if used!)

1. Criterion B. YYY (this information is supplied by the AMS)

The PEV must utilize the following three-part construct to describe the finding. However, **there are no paragraph breaks in the draft statement** within a finding and no "headers" are used. These three elements should be contained in one contiguous paragraph.

- What does the criterion say? Use a quotation to include the relevant portion of the criterion that leads to the finding. Begin the finding with:
  - This criterion states: "insert criterion language in quotes."
- Describe the evidence—what was observed or reported by the program. For example: The descriptions used must match the level of a Weakness, e.g., only two of the four key constituencies have been documented as involved in the reviews of PEOs.
- Describe the negative impact on the program or its students.

Conclude the finding with "The strength of compliance with this criterion is lacking."

Since the PAT does not automatically include the level of finding in the Program Audit Form (PAF) generated by the PAT, TCs may instruct the PEV to add the level of finding before the criterion citation to ease the reading of the finding during the exit meeting. If so, the level of finding should be removed from the finding text in the draft statement.

2. Accreditation Policy and Procedure Manual **(if used!) --** (supplied by the AMS)

When writing an APPM finding, the PEV must utilize the typical three-part construct to describe the finding. However, **there are no paragraph breaks in the draft statement** within a finding and no "headers" are used. These three elements should be contained in one contiguous paragraph.

- What does the APPM say? Use a quotation to include the relevant portion of the APPM leading to the finding. Begin the finding with text like the following example.
  - Section I.A.6.a. states: "Each ABET-accredited program must publicly state the program's educational objectives (PEOs) and student outcomes (SOs)."
- Describe the evidence—what was observed. The descriptions used must match the level of the finding, in this example a Weakness.
  - "When using the academic program links on Upper State University's homepage, catalog-based web page reached only displays the student outcomes."
- Describe the negative impact on the public, program, or its students.
  - "The public is not able to find all required information, i.e., the program educational objectives."

Since this is a Weakness, conclude the finding with "The strength of compliance with this policy is lacking."

Since the PAT does not automatically include the level of finding in the Program Audit Form (PAF) generated by the PAT, TCs may instruct the PEV to add the level of finding before the criterion citation to ease the reading of the finding during the exit meeting. If so, the level of finding should be removed from the finding text in the draft statement.

PROGRAM CONCERN (if used!)

Criterion C. YYY (supplied by the AMS)

The PEV must utilize the following three-part construct to describe the finding. However, **there are no paragraph breaks in the draft statement** within a finding and no "headers" are used. These three elements should be contained in one contiguous paragraph.

- What does the criterion say? Use a quotation to include the relevant portion of the criterion that leads to the finding. Begin the finding with:
    - This criterion states: "insert criterion language in quotes."
- Describe the evidence—what was observed or reported by the program. The descriptions used must match the level of a Concern—which means the program is in compliance with the criterion.
    - For example: While all constituencies were documented as being participants in PEO review, there was no plan for such reviews.
- Describe the potential negative impact on the program or its students.

Conclude the finding with "There is the potential that future compliance with the criterion could be jeopardized."

PROGRAM OBSERVATION

An observation suggests optional actions that could enhance or further improve the quality, efficiency, or effectiveness of the program. The suggested actions should not be related to or involve criteria, or any part of the APPM. Thus, do not use citations from criteria or APPM when writing an observation. There is one exception to this general rule—see below.

Observations should be written as advice (friendly but formal suggestion) from a peer in the program area. Often observations address inclusion of a specific curriculum topic important to industry or a best practice related to program delivery or administration/support. As with other findings, there are no paragraph breaks within a finding. Therefore, the observation is one contiguous paragraph.

The exception mentioned above references ETAC's approach to situations where some or all of the program's PEOs do not appear to meet ABET's definition of a PEO. ETAC's approach is to write an observation, still not citing a criterion or definition, recommending the program align the PEOs with the definition during their next PEO review. An observation is ONLY written if the program's review process for PEOs is well documented and has input from all constituencies, e.g., fully meets Criterion 2 requirements. If there are other issues with the review process, the definition issue is included in that finding, e.g., write only one finding for Criterion 2.

ENGINEERING TECHNOLOGY
ACCREDITATION COMMISSION

GENERAL REVIEW FINAL STATEMENT GUIDELINES

Revised May 14, 2023

UPPER STATE UNIVERSITY

[Location provide by AMS]

FINAL STATEMENT OF ACCREDITATION

2023-24 ACCREDITATION CYCLE

UPPER STATE UNIVERSITY
[Location provide by AMS]

ABET ENGINEERING TECHNOLOGY ACCREDITATION COMMISSION

FINAL STATEMENT

VISIT DATES: will be provided by the AMS
ACCREDITATION CYCLE CRITERIA: will be provided by the AMS

The draft statement, as sent to the institution, is copied into the final statement by the AMS. As noted in individual sections, the TC and editors are not able to make changes to many sections of the final statement draft provided by the AMS.

INTRODUCTION & DISCUSSION OF STATEMENT CONSTRUCT (AMS provided)

The Engineering Technology Accreditation Commission (ETAC) of ABET has evaluated the Generic Engineering Technology (Bachelor of Science) program at Upper State University.

The statement that follows consists of two parts: the first addresses the institution and its overall educational unit, and the second addresses the individual programs.

A program's accreditation action will be based upon the findings summarized in this statement. Actions will depend on the program's range of compliance or non- compliance with the criteria. This range can be construed from the following terminology:

- Deficiency A deficiency indicates that a criterion, policy, or procedure is not satisfied. Therefore, the program is not in compliance with the criterion, policy, or procedure.
- 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.
- Concern A concern indicates that a program currently satisfies a criterion, policy, or procedure; however, the potential exists for the situation to change such that the criterion, policy, or procedure may not be satisfied.
- Observation An observation is a comment or suggestion that does not relate directly to the current accreditation action but is offered to assist the institution in its continuing efforts to improve its programs.

INFORMATION RECEIVED AFTER THE REVIEW

The following sections are inserted by the AMS, depending on the statement's stage. The seven-day response and 30-day response information always appear but the post 30-day due process information only appears if such information was submitted, usually well after the 30-day due process was included in the final statement.

- **Seven-Day Response**. Information shown here depends on the situation. If the TC indicated there was no response, the following appears: No information was received in the seven-day response period.

- **30-Day Due Process Response.** Information was received in the 30-day due-process response period relative to the GenericEngineering Technology program. If the institution did not submit response, the following appears: No information was received in the 30- day due process response period.

- **Post 30-Day Due Process Response.** Information was received in the post 30-day due-process response period relative to the Generic Engineering Technology program.

INSTITUTIONAL SUMMARY

This section is inserted from the draft statement and cannot be edited.

INSTITUTIONAL STRENGTH

This section is inserted from the draft statement and cannot be edited.

Generic Engineering Technology

Bachelor of Science Program

Evaluated under ETAC Program Criteria for
Mechanical Engineering Technology and Similarly Named Programs

The TC and editors are not able to make changes to many sections of the program's final statement draft provided by the AMS. If there is a grammar or spelling issue in these sections, please send include a comment in the statement to the ETAC adjunct and he will work to have it corrected.

INTRODUCTION

This section is from the draft statement and cannot be edited.

PROGRAM STRENGTH (if used)

This section is from the draft statement and cannot be edited.

PROGRAM DEFICIENCY (if used)

The initial section of the finding is from the draft statement and cannot be edited.

30-Day Due Process Response

Summarize the information provided in the 30-day due process response into the text box provided by the AMS.

- If no due process information was submitted for finding, enter "The program did not provide a response to this shortcoming." If post 30-day material is expected, enter "The program did not provide a response to this shortcoming but plans on submitting post 30-day materials."
- If due process information was submitted for the finding, summarize its contents and meaning.
- If you judge that the finding is not resolved, describe the continuing negative impact on the program and end this section with:
    - If the finding remains a Deficiency: Thus, the criterion is not met.
    - If the finding is reduced to a Weakness: The strength of compliance with this criterion is lacking.
    - If reduced to a Concern: There is the potential that future compliance with the criterion could be jeopardized.
- Do NOT wait for post 30-day due process information before submitting the final statement! Incorporate any 30-day responses and send the final statement forward for editing.
- Note that the post 30-day due process option is **only available** if a 30-day response was uploaded. Selecting the post 30-day due process option enables the institution to upload post 30-day information in the same manner as the 30-day response and the TC's access to the final statement.

Status

The finding status is automatically included in the statement when the TC selects the

appropriate radio button in AMS. If the due process material does not support resolving the finding, the TC needs to check the unresolved box or new finding level, which opens another additional status details text box. Use this additional box to state ETAC's expectations, using this construct: "The ETAC anticipates additional documentation showing that . . ." to describe what is missing or expected. If the finding is resolved, the status detail box does not appear.

Post 30-Day Statement Responses

If a post 30-day response was received for the finding, the TC is provided the final statement by the AMS. Upon opening the statement editor, the TC will be able to edit BOTH the 30-day due process text box and its associated status details box. In addition, a new text box for post 30-day due process input is provided.

The TC should edit the 30-day due process to remove reference to expectation of the post 30-day response (since it was received and will be included in its own text box). The TC enters the following into the post 30-day due process response text box.

- If no post 30-day due process information was submitted for finding, enter "The program did not provide an additional response to this shortcoming."
- If post 30-day due process information was submitted for the finding, summarize its contents and meaning.
- If TC judges that the finding is not resolved (or lowered to a different level), again describe the continuing negative impact on the program and end this section with the appropriate text ending, e.g., "Thus, the criterion is not met."
- If the finding is not resolved, include similar information in the status details box described in the 30-day due process section above. Note that status details requirements may be reduced from the 30-day due process version if post 30-day due process materials alleviated some of the issues.

PROGRAM WEAKNESS (if used)

The initial section of the finding is from the draft statement and cannot be edited.

30-Day Due Process Response

Summarize the information provided in the 30-day due process response into the text box provided by the AMS.

- If no due process information was submitted for finding, enter "The program did not provide a response to this shortcoming." If post 30-day material is expected, enter "The program did not provide a response to this shortcoming but plans on submitting post 30-day materials."
- If due process information was submitted for the finding, summarize its contents and meaning.
- If you judge that the finding is not resolved, describe the continuing negative impact on the program and end this section with:
    - If the finding remains a Weakness: The strength of compliance with this criterion is lacking.
    - If the finding is reduced to a Concern: There is the potential that future compliance with the criterion could be jeopardized.

- Do NOT wait for post 30-day due process information before submitting the final statement! Incorporate any 30-day responses and send the final statement forward for editing.
- Note that the post 30-day due process option is **only available** if a 30-day response was uploaded. Selecting the post 30-day due process option enables the institution to upload post 30-day information in the same manner as the 30-day response and the TC's access to the final statement.

Status

The finding status is automatically included in the statement when the TC selects the appropriate radio button in AMS. If the due process material does not support resolving the finding, the TC needs to check the unresolved box or new finding level, which opens up another additional status details text box. Use this additional box to state ETAC's expectations using this construct: "The ETAC anticipates additional documentation showing that . . ." to describe what is missing or expected. If the finding is resolved, the status detail box does not appear.

Post 30-Day Statement Responses

If a post 30-day response was received for the finding, the TC is provided the final statement by the AMS. Upon opening the statement editor, the TC will be able to edit BOTH the 30-day due process text box and its associated status details box. In addition, a new text box for post 30-day due process input is provided.

The TC should edit the 30-day due process to remove reference to expectation of post 30-day response (since it was received and will be included in its own text box). The TC enters the following into the post 30-day due process response text box.

- If no post 30-day due process information was submitted for finding, enter: "The program did not provide an additional response to this shortcoming."
- If post 30-day due process information was submitted for the finding, summarize its contents and meaning.
- If TC judges the finding is not resolved (or lowered to a different level), again describe the continuing negative impact on the program and end this section with the appropriate text ending, e.g., "The strength of compliance with this criterion is lacking."
- If the finding is not resolved, include similar information in the status details box described in the 30-day due process section above. Note that status details requirements may be reduced from the 30-day due process version if post 30-day due process materials alleviated some of the issues.

PROGRAM CONCERN (if used!)

The initial section of the finding is from the draft statement and cannot be edited.

30-Day Due Process Response

Summarize the information provided in the 30-day due process response into the text box provided by the AMS.

- If no due process information was submitted for finding, enter "The program did not provide a response to this finding." If post 30-day material is expected, enter "The

program did not provide a response to this finding but plans on submitting post 30-day materials."

- If due process information was submitted for the finding, summarize its contents and meaning.
- If you judge that the Concern is not resolved, describe the continuing possible negative impact on the program and end the section with: "There is the potential that future compliance with the criterion could be jeopardized."
- Do NOT wait for post 30-day due process information before submitting the final statement! Incorporate any 30-day responses and send the final statement forward for editing.
- Note that the post 30-day due process option is **only available** if a 30-day response was uploaded. Selecting the post 30-day due process option enables the institution to upload post 30-day information in the same manner as the 30-day response and the TC's access to the final statement.

Status

The finding status is automatically included in the statement when the TC selects the appropriate radio button in AMS. If the due process material does not support resolving the finding, the TC needs to check the unresolved box or new finding level, which opens another additional status details text box. Use this additional box to state ETAC's expectations using this construct: "The ETAC anticipates additional documentation showing that …" to describe what is missing or expected. If the finding is resolved, the status detail box does not appear.

Post 30-Day Statement Responses

If a post 30-day response was received for the finding, the TC is provided the final statement by the AMS. Upon opening the statement editor, the TC will be able to edit BOTH the 30-day due process text box and its associated status details box. In addition, a new text box for post 30-day due process input is provided.

The TC should edit the 30-day due process to remove reference to expectation of post 30-day response (since it was received and will be included in its own text box). The TC enters the following into the post 30-day due process response text box.

- If no post 30-day due process information was submitted for finding, enter: "The program did not provide an additional response to this finding."
- If post 30-day due process information was submitted for the finding, summarize its contents and meaning.
- If TC judges the finding is not resolved, again describe the continuing possible negative impact on the program and end this section with the appropriate text ending, e.g., "There is the potential that future compliance with the criterion could be jeopardized."
- If the finding is not resolved, include information in the status details box as appropriate from the 30-day due process section above. Note that status details requirements may be reduced from the 30-day due process version if post 30-day due process materials alleviated some of the issues.

PROGRAM OBSERVATION

The observation is taken from the draft statement and cannot be edited.