Preparing for Your
Computing Accreditation Commission Visit
May 11, 15, 2023

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2022-23 Computing Accreditation Commission, Chair
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Goals for Today

We want you to …

- Know what happens before, during, and after your CAC/ABET visit.

- Know how accreditation decisions are made.

- Know the timetable for the next fifteen months.

Before We start …

- The chat feature has been disabled.

- Please use the Q&A feature to ask questions.

- The slides and a recording will be posted.

After you get the email alerting you to the fact that they are posted, go to:

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

Scroll down to Computing Accreditation Commission (CAC) to find them.

Agenda

- Overview (common terms, basic timeline, types of review)
- Pre-visit preparations
  - Short term interactions
  - Display materials and transcripts
  - Logistics
  - Visit schedule
- What happens after the visit
- Accreditation findings

Common Terms

Term	Meaning
CAC	Computing Accreditation Commission of ABET
PEV	Program Evaluator
TC	Team Chair leads the visit/review. Typically a voting CAC commissioner, sometimes a former commissioner
ED1, ED2	Editor 1 and Editor 2 assigned to each visit/review; they edit the Draft and Final Statements for consistency
Adjunct	ABET Adjunct Accreditation Director – Computing
AMS	ABET's Accreditation Management System
APPM	ABET's Accreditation Policy and Procedure Manual
PAF	Program Audit Form

Term	Meaning
CS	Computer Science
CY	Cybersecurity
DS	Data Science
IS	Information Systems
IT	Information Technology

Basic Accreditation Timeline

Year "Zero"

- **Fall**

  Readiness Review (some new programs)

We are here today →

Year One (2022-23)

- **Fall**
  - Start writing Self Study
  - Collect course materials
- **Spring**
  - Submit RFE
  - Finish Self Study
  - Collect course materials
  - TC assignment and approval
- **Summer**
  - Attend Webinars (Preparing for CAC Visit)
  - PEV assignment and approval
  - Submit Self Study

Year Two (2023-24)

- **Fall**
  - Interact with visit team
  - Visits conducted
- **Fall/Spring**
  - Receive Draft Statement
  - Submit Due Process Response
  - Draft Final Statement prepared (for July commission meeting)
- **Summer**
  - Accreditation decision made at July commission meeting
  - Receive Final Statement (~August)

Types of Reviews

- Single commission

  CAC reviews one or more programs

- Simultaneous

  Multiple commissions on campus at the same time, reviewing different programs

- Joint

  Multiple commissions reviewing the same program in one visit or review

- General
  - Comprehensive, every six years
  - All programs for a commission
    - General + Program Criteria CS; CY; DS; IS; IT
    - General Criteria only
- Interim
  - Result of issue(s) found during a previous review
  - Visit or report

Your review is a combination of one blue circle and one orange circle

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Your Immediate Goals

- Ensure your team (TC and PEVs) is approved.

- Ensure visit date is finalized.

- Submit your self-study.

- Have a virtual introductory meeting with the Team Chair(s)

  Get to know key players; establish communication protocols; suggest hotel, etc.

- Address questions and any identified issues that the visiting team communicates regarding your program.

  Allows more time to address issues; the more you do before the visit, the easier the visit.

- Prepare display materials (could be physical, digital, or some of both).

- Work with Team Chair on visit schedule.

  - If the visit is joint or simultaneous, you will coordinate multiple schedules.

  - Start scheduling key university personnel immediately.

Pre-visit Communication

- The CAC asks that all communication be through the Team Chair, not the PEVs.

- Other commissions may allow communications directly with Program Evaluators (PEVs), but not the CAC.

  Sometimes the Team Chair may make exceptions for joint or simultaneous visits to align better with other commissions.

- Important to communicate regularly with your Team Chair.

ABET HQ Directive on Electronic Recording of ABET Accreditation Meetings

- Any type of electronic recording of live ABET accreditation conversations or meetings is **prohibited**.

- This policy applies to ABET Accreditation staff, volunteers, and the institutions involved in evaluation reviews.

- For accreditation reviews, this applies to review planning meetings, ABET team meetings, exit meetings and faculty, staff and student interviews.
    Interviews with faculty, students and key staff are confidential.

- Exceptions to this are pre-recorded laboratory tours.

- All parties involved in the pre-recorded laboratory tour must be identified by name and provide their recorded consent to be recorded.

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Course and Assessment Displays

Course Displays

- All courses supporting Criteria 3 or 5.
  - Syllabus, assignments, exams, (textbook).
  - Graded student work in a range of quality.
- Syllabi/texts for math.
  - For CS, CY, DS, and IT, full display for discrete math and appropriate math
- Program Criteria: Criteria 3 or 5
  - Examples:
    - CS: Natural science coursework syllabi.
    - IS: IS Environment supporting materials.

This normally includes copies of minutes from meetings

Assessment Data

- Documentation supporting Criterion 4.
- Description of process
  - Consider including illustrative flowcharts
- Assessment instruments & (sample) data
- Evaluation of data (documented)
- Consideration of evaluations (documented)
- Improvements when identified (with supporting documentation)

Comments on Displays (1 of 2)

- Clear (easy to understand) organization is critical for the team.
  - The team must be able to find what they need.
  - There should be a consistent organization for all courses.
  - There should be a consistent organization for all assessment and evaluation documentation.
- Have someone provide an overview of the display materials organization when access is given.

  Digital display: access one month before the start of the visit is preferred.
- Translation will be needed where the language of instruction is not English (follows **APPM I.D.1.g.**).

Comments on Displays (2 of 2)

If an institutional system is used to provide access to evidence and documentation …

- Team members must be given access to your network and the software.

- Guidance or training material on the institutional system must be provided so the team members can efficiently find evidence and documentation.

- Timeliness and testing are critical for the team to be able to conduct its work.

Other Materials

Required

- Self-Study.

  Will be available to team on AMS.

- Transcripts

  Include all possible information to help explain transcripts.

  - Degree audit checks
  - Substitution forms
  - Tracking forms

Possible

Touch base regularly with Team Chair regarding questions the team has.

- Make additional requested materials available.
- Answer questions before the visit (if possible).
- Provide guidance on appropriate personnel to talk with.

Questions/Comments?

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Visit Arrangements

Visit Schedule

Work with the Team Chair on details.

Will review schedule later in this session.

Identify for the Team

- Convenient hotels near campus.
- Good restaurants.
- Best local transportation options.
- Parking arrangements.
- Wi-fi connection arrangements.

Private Room for the Team During Visit

- Room needed from the time the team shows up until it leaves,

  typically Sunday through Tuesday (or dates of visit).

- Room requirements.

  - At least one computer connected to a printer.

  - A paper shredder.

  - Your course and assessment materials in this room (or the above computer should provide access if materials are online).

  - Internet access with WiFi for team laptops.

    Technical support on first day (Sunday) to ensure all equipment (including team laptops) are fully functional in your environment.

  - It would be nice to have coffee/soft drinks/water easily accessible to the team.

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The Visit Schedule

- The visit schedule is developed jointly:
  - By the designated person identified by the program, such as a program chair, department chair or dean's office.
  - By the Team Chair (and possibly Program Evaluators in case of joint/simultaneous visits).
- General visit framework.
  - Sunday (or Day 0) – tours and material review.
  - Monday (or Day 1) – interviews and presentations.
  - Tuesday (or Day 2) – prepare statements, debrief, exit meeting with administrators.

Sample Sunday Schedule (Day 0)
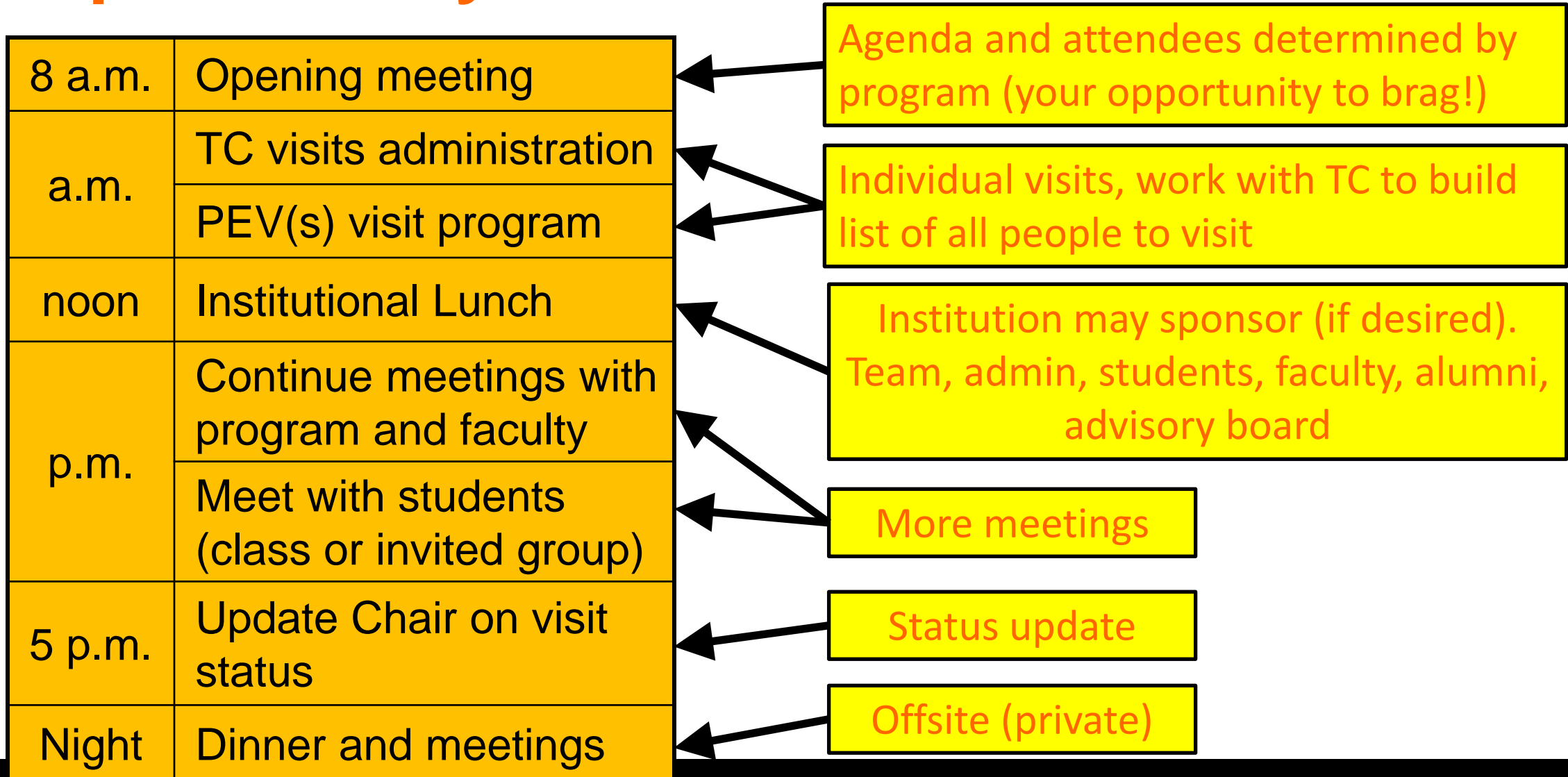
1 p.m.	Meet team Tour facilities
2 p.m.	Team reviews course and assessment displays
6 p.m.	Team dinner
8 p.m.	Team meeting

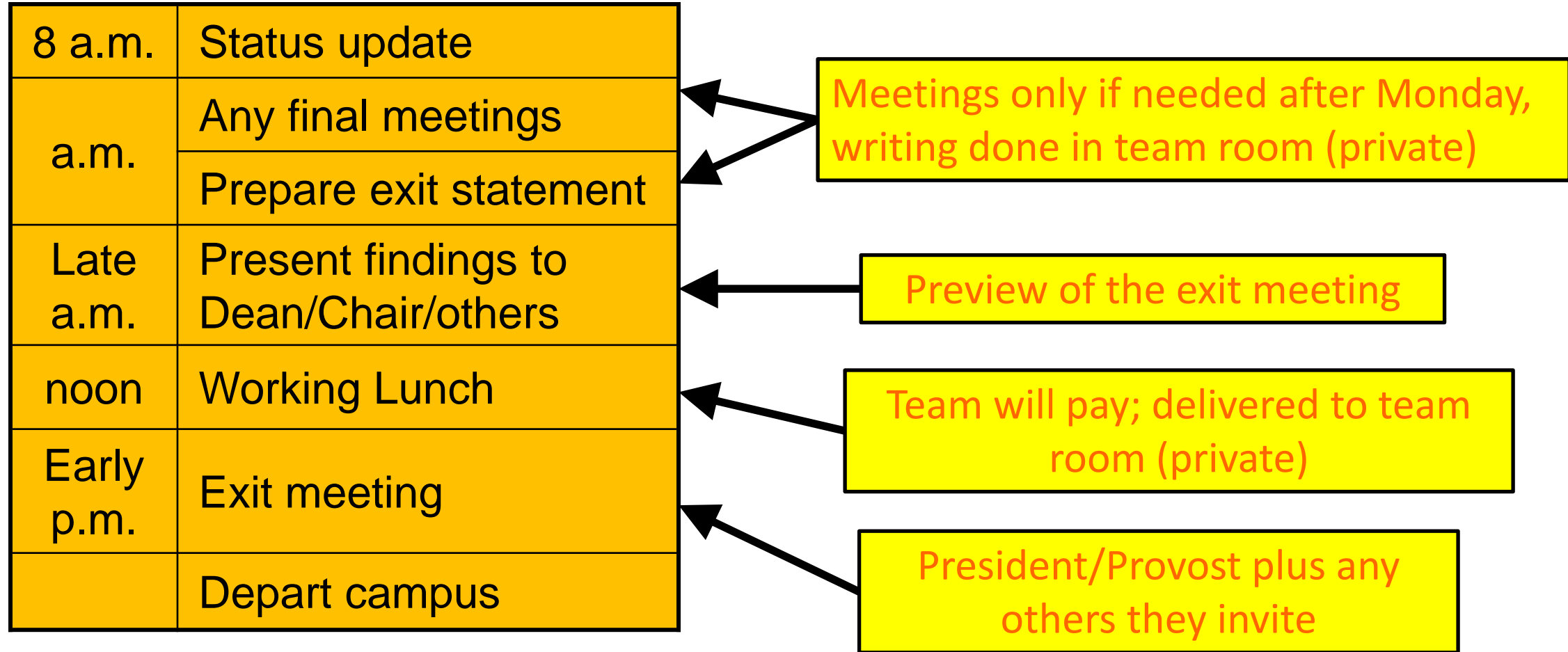Coordinate meeting location and parking, mobile numbers before the visit

Visit room (private)
Have someone available nearby for questions and to provide more material if needed

Off-site (private)

Sample Monday Schedule

8 a.m.	Opening meeting
a.m.	TC visits administration
	PEV(s) visit program
noon	Institutional Lunch
p.m.	Continue meetings with program and faculty
	Meet with students (class or invited group)
5 p.m.	Update Chair on visit status
Night	Dinner and meetings

Agenda and attendees determined by program (your opportunity to brag!)

Individual visits, work with TC to build list of all people to visit

Institution may sponsor (if desired). Team, admin, students, faculty, alumni, advisory board

More meetings

Status update

Offsite (private)

Sample Tuesday Schedule

8 a.m.		Status update
a.m.		Any final meetings
		Prepare exit statement
Late a.m.		Present findings to Dean/Chair/others
noon		Working Lunch
Early p.m.		Exit meeting
		Depart campus

Meetings only if needed after Monday, writing done in team room (private)

Preview of the exit meeting

Team will pay; delivered to team room (private)

President/Provost plus any others they invite

Tuesday Exit Meeting

- Conducted by the Team Chair(s).
  - If simultaneous visit, you can do either a joint or individual exit meetings (institution's choice).
  - TC and PEVs will have briefed you on findings before the exit meeting.
- Institution may invite anyone they wish.

  ABET typically expects President and/or Provost to be present.
- Team will identify all findings.
  - Program Audit Form (PAF) for each program will be made available.
  - PAF lists *all shortcomings identified by the ABET team during the visit.*

Flexibility

- ABET is prepared to be flexible to help you through your accreditation visit.

- If something unexpected should happen to prevent the normal operation of the visit.

  Team Chair will help you restructure the visit to proceed in a different format or on different days, e.g., the use of hybrid events (some in-person, some virtual) or rescheduled dates.

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Immediately After the Visit

Program(s)

- Has/have seven (7) days to correct "errors of fact" in the PAF(s).
- On your own, you can start to work on addressing shortcomings identified in the PAF(s).

ABET

- Team Chair uses the PAF(s) to generate a Draft Statement.
- Draft Statement is reviewed by two assigned Editors and Adjunct Accreditation Director, Computing.

After You Receive the Draft Statement

Program(s)

- Has/have thirty (30) days to submit a Due Process Response – updates should be about any shortcomings that you have addressed.
- May submit a Post 30-Day Due Process Response provided you submitted a Due Process Response (negotiated with TC but no later than April 30).

ABET/CAC

- Draft Final Statement created by Team Chair, reviewed by two Editors and ABET Adjunct Accreditation Director, Computing.
- Draft Final Statement is held for review and approval by the full Commission at its July Meeting for determining final action.
- Institutions normally notified of the accreditation action decision in August.

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How Accreditation Decisions Are Made

- Each Criterion or Policy is evaluated to determine if it is met
- Each Criterion or Policy **either**:
  - Is satisfied **or**
  - Has one or more shortcomings.

What Do Shortcomings Mean?

- Deficiency: The criterion or policy is not met.
  - A program that does not meet a criterion or policy may not be accredited.
- Weakness: A program currently lacks strength of compliance with a criterion or policy.
  - Remedial action is required to strengthen compliance.
  - Impacts the term of accreditation.
- Concern: A criterion is currently satisfied but the review indicates that a potential exists for non-satisfaction in the future.
  - Concerns do not impact the current accreditation action.

Two Comments on Findings

- Shortcomings can change (for better or worse) from the time the PAF is handed out until the final statement is generated. Possible:

  - Exit statement $\rightarrow$ 7-day-response

  - 7-day-response $\rightarrow$ Draft Statement

  - Draft Statement $\rightarrow$ Due-process Response

  - Due-process Response $\rightarrow$ Final Statement

- In most cases, you will ***not*** see an increase in severity of a shortcoming after the draft statement – but it is a real possibility and occurs sometimes.

Findings → Actions (Time-to-Next-Review)

Comprehensive Reviews
No Deficiencies No Weaknesses **NGR (6 years)**
No Deficiencies One or more weaknesses **IV or IR (2 years)**
One or more Deficiencies **SCV or SCR (2 years) or NA**

Interim Reviews
No Deficiencies No Weaknesses **VE or RE or SE (2 or 4 years)**
No Deficiencies One or more weaknesses **IV or IR (2 years)**
One or more Deficiencies **SCR or SCV (2 years)**

Term	Meaning
NGR	Next General Review
IR/IV	Interim Report/Visit
SCR/SCV	Show Cause Report/Visit
RE/VE/SE	Report/Visit/Show Cause Extended

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Thank You !

Questions? Contact:
Harold Grossman, hgrossman@abet.org
Jean Blair, jean.blair@westpoint.edu

- Information about ABET, the Criteria, commissions, member societies, and much more is at: www.abet.org

- Institutional Representative Orientation: In-person Site Visit Preparation.

  - Slides/recordings of this webinar will be posted under the CAC area of

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

- Institutional Representative Orientation: Self-Study Preparation.

  - This was presented and recorded in April 2023

  - Slides/recording are already posted at the previous link.

- Also be aware of proposals for future Criteria changes (not applicable this year!): www.abet.org/accreditation/accreditation-criteria/accreditation-alerts/