PREPARATION FOR INSTITUTIONAL REPRESENTATIVES: SITE VISIT

August 2023
WELCOME!
ETAC INSTITUTIONAL REPRESENTATIVE WEBINAR

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.
- You will have access to webinars for all 4 commissions

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 question due to time constraints, please follow up with your team chair.
Agenda

• ETAC Overview
• Timeline
  – Pre-visit activities
  – SITE VISIT Activities
  – Post-visit timeline and activities
• Due Process & Accreditation
• Q&A

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

Covered in Evaluation Preparation Webinar (Spring)
Today’s Presenters

Mark Lower
Chair Elect

Gary Clark
Member-at-Large

Clay Gloster
Commissioner
Training Committee

Berrin Tansel
Member-at-Large
## Common Terms and Acronyms

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<tr>
<th>Acronym</th>
<th>Meaning</th>
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<tr>
<td>ETAC</td>
<td>Engineering Technology Accreditation Commission of ABET</td>
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<tr>
<td>PEV</td>
<td>Program Evaluator</td>
</tr>
<tr>
<td>TC</td>
<td>Team Chair leading visit/review</td>
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<tr>
<td>RFE</td>
<td>Request for Evaluation</td>
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<tr>
<td>SSQ</td>
<td>Self-Study Questionnaire</td>
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<tr>
<td>SSR</td>
<td>Self-Study Report</td>
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<tr>
<td>SOs</td>
<td>Student Outcomes</td>
</tr>
<tr>
<td>PEOs</td>
<td>Program Educational Objectives</td>
</tr>
<tr>
<td>Ed 1, Ed 2</td>
<td>Editor 1 and Editor 2 assigned to each visit/review, who edit the Draft and Final Statements for consistency</td>
</tr>
<tr>
<td>Adjunct</td>
<td>ABET Adjunct Accreditation Director for ETAC</td>
</tr>
<tr>
<td>AMS</td>
<td>ABET’s Accreditation Management System</td>
</tr>
<tr>
<td>APPM</td>
<td>ABET’s Accreditation Policy and Procedure Manual</td>
</tr>
<tr>
<td>PAF</td>
<td>Program Audit Form</td>
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</table>
Accreditation Timeline

**Jan-Aug**
Accreditation Request
Self-Study Report (July 1)
Pre-Visit

**Aug-Nov**
Prior to visit
*(at least one month prior to visit)*

**Sept-Dec**
Site visit & 7-day response for errors of fact

**Dec-May**
Draft Statements & Due Process
*(30-day & post 30-day)*

**July**
ETAC Commission Action

- Institution requests accreditation
- Prepare Self-Study Report
- Team Assigned

- Recommend: Post and provide access to supporting materials
- For virtual visit: Prepare recorded facility tours

- Site visits
- Draft Statements Prepared
- 7-Day Response

- Institution Due Process responses
- Prepare Statement for Commission

- ETAC meets to vote final action
- Institution notified
By now, you should have…

✓ Team Chair approved
✓ Visit dates set
✓ Self-Study report uploaded
✓ Visiting team PEVs approved

Prepare to provide transcripts…

✓ Transcripts for graduates of each program
  ✓ Team chair can provide guidance on number of transcripts
  ✓ Student names should be removed and replaced by a tracking system
✓ Explanation of course substitutions & course waivers
✓ Approval process for transfer/substitution/waiver of courses
✓ Graduation audit form

Follow-up with Team Chair: Transcript and Enrollment documentation
Follow-up with Team Chair on Communication Protocol

Transcripts
- Samples from each program
- Document all paths to graduation
- Requested by TC
- Provide worksheets/audit forms to assist PEV with transcript review
- Names redacted

Additional information & supplemental materials
- Clarification of Self-Study Report
- Additional materials

Logistics
- Review modality (in person or virtual)
- Be prepared to switch modality if conditions change
- Visit arrangements
- Access to materials
- Team room needs
- Meeting schedules
- Interviews (advisory board, alumni, faculty, students)

ABET
What happens during an in-person site visit?

The goal is to conduct a site visit to review and evaluate facilities, resources, meet with program faculty and administrators.

**Team travels to institution**

Programs provide tours of facilities and laboratories

Interviews with students, faculty, and staff, advisory board

Review of assessment and evaluation materials and other supporting materials

Other printed materials, USB, or other physical formats can be provided during the visit upon request

Team room and assistance for Wi-Fi access. Team room should be equipped with a printer and shredder

**In person meeting locations**

In person meetings

Work with Team Chair and PEVs to set up the schedule for meetings.

Make arrangements for face-to-face meetings (location, time), and provide support to team as needed.

**On-line Programs:** Team to access the LMS course and assessment materials one month before the visit. Team members sign a confidentiality agreement. Identify online and/or hybrid.
What does a Virtual Review look like (some international visits)?

The goal is to conduct a virtual visit which achieves the same goals as a traditional on-site visit, recognizing the team members and institution representatives may all be in different time zones.

### Logistics

- No team travel
- Programs to provide virtual facility and lab tours
- Interviews of students, faculty, and staff conducted virtually
- Supporting materials to be provided electronically (Institutional or 3rd party i.e., Dropbox, Google drive, Canvas)
- No exchange of printed materials. Additional materials can be provided in digital format upon request

### Virtual Meetings

- Zoom is the default ABET video conferencing platform
- Work with Team Chair to set up meetings. IT support provided by institution.
- If requirements at your institution require an alternative platform for video conferencing, you will need to provide access, set up meetings, and provide training and support to the team.

**NOTE:** Any type of electronic recording of live ABET accreditation conversations or meetings is prohibited.
Getting Ready for the Visit
Getting Ready for the Visit

(in person or virtual)

Materials (Recommended): The program to make supporting materials available at least one month prior to the start date of the virtual visit

Materials: Guidance on materials from the program must be provided so team members can work efficiently

Materials: If an institutional system is used for documentation, team members will need access to your network (or another accessible digital platform) and guidance to use the digital storage platform/software.

Communications with PEVs: Teams AND programs benefit from clearing up documentation and supporting material issues before the visit begins

Communications: Work with the Team Chair and PEVs regarding supporting materials they will require and where the materials will be located

Communications with TC: Start early.

Note: Programs should not duplicate and resubmit documentation and supporting material submitted with the Self-Study Report.
Facility Tours

**Laboratory Tours**
- Identify the name of lab and physical location in building/on campus
- Identify who uses the lab and the courses the lab supports
- Provide a general layout of the setting of labs
- Show safety equipment (PPE, eyewash stations, showers, first aid kits, SDS sheets, inspection reports, etc.)
- Identify number of instructional experimental setups in the lab
- Show instructional equipment and supplies
- Provide the maximum number of students working concurrently in the lab and maximum team size working on any single experimental station (capacity)

**Classroom Tours**
- Show bigger and smaller classrooms, to give the team a sense for representative types of classrooms
- Show a regular (whiteboard) and a technology classroom with associated audio-visual equipment
- Identify the courses using the classroom
- Provide the capacity of the classroom
- Show a typical instructor station
- Show the classrooms to provide a sense of their general condition
- Show student study rooms and spaces

**Note:** For virtual visits: All parties involved in the pre-recorded laboratory and classroom tours must be identified by name and provide their recorded consent to be recorded.
Tips and Guidance for Videos
(for virtual visits and if provided in advance to site visit)

- Develop the pre-recorded videos as early as feasible. If campus accessibility becomes a problem as the academic year progresses, you will have addressed this critical component of the review.
- Where possible, use a smartphone (typically has a decent camera) rather than an iPad (awkward to hold) or a video camera (does not integrate with Zoom easily for a live broadcast).
- Have 2 people record tours: 1 holding the camera with the other narrating.
- Charge your phone before the tour.
- Use landscape mode for a better and larger image.
- Record the tour through Zoom.
- Have WiFi and LTE services turned on.
- Start each tour with a view of the signage for the space.
- Include name, location, signage, general layout, safety, courses supported, instructional equipment, etc.
- Move the camera slowly around the room. Rapid movement will make it difficult to clearly see details.
- Provide a narrative as you walk through the tour.
- Short videos (10 min/lab, one video/lab or other location).
- Practice a live tour prior to the virtual visit.
Planning for Interviews & Group Meetings

✓ **One-on-one meetings**, such as interviews with institutional personnel and faculty are easier to schedule.

✓ **Group meetings**, such as meetings with students, advisory boards, and the exit interview require some advance planning.

✓ **For virtual visits**: All participants will require a camera and are encouraged to use a headset, for high fidelity in communications.

1. **In-person visits**: Determine if the participants will be on campus
2. **In-person groups** (e.g., students, advisory board)
3. **Lab tours**: Who will give the tours
4. **Conference rooms for group meetings**
5. **Locations for interviews**
6. **Team room and support for additional materials**
7. **Exit Meeting**: Decide who will be invited
8. **Recording is prohibited**
Are you ready?

The following tasks should be completed soon:

1. Team Chair approved
2. PEVs approved
3. Self-Study Report received by the team
4. Transcripts/Audit forms uploaded to AMS –To be coordinated with TC
5. Establish team-accessible file storage system

What else needs to be done?

Follow-up with Team Chair: Outstanding tasks
## Supporting Materials (APPM I.E.5.b (5))

<table>
<thead>
<tr>
<th>Preparation</th>
<th>Review Process</th>
<th>Expectations (Recommended)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Course materials, including course syllabi, example assignments and exams, and examples of student work showing range of student achievement</td>
<td>- Assessment instruments used and connected to primary evidence (student work) being assessed</td>
<td>- Electronically available with easy access to ABET team members</td>
</tr>
<tr>
<td>- Evidence that the program’s educational objectives are based on needs of program constituencies</td>
<td>- Summaries of the data with results reported in a usable form (have a “scorecard” for program student outcomes, demonstrate level of attainment)</td>
<td>- Focus on outcomes and the process of meeting criteria and policies</td>
</tr>
<tr>
<td>- Evidence of the assessment, evaluation, and attainment of student outcomes</td>
<td>- Recommendations for program improvement based on the data (Continuous Improvement)</td>
<td>- Demonstrate level of attainment of student outcomes</td>
</tr>
<tr>
<td>- Evidence of actions taken to improve the program based on the evaluation of assessment data</td>
<td>- Implementation and results of the continuous improvement feedback loop</td>
<td>- Completion of continuous improvement feedback loop</td>
</tr>
</tbody>
</table>

**Recommend:**

- **In person visits:** Some materials should be available to PEVs prior to visit.
- **Virtual visits:** Supporting materials should be accessible by PEVs at least one month prior to visit date.

**Textbooks are not required**
Supporting Materials

Supporting materials:

1. Location
2. What materials are to be available (on-line and on-site)
3. PEV access to files (for on-line programs: access to LMS)
4. Guidance on how to access information

On-line programs:

1. PEV access to files (one month before visit: access to LMS)
2. Guidance on how to access information
Visit Schedule and Post Visit Follow up
## Visit Schedule

<table>
<thead>
<tr>
<th>Day 0 (Sunday)</th>
<th>Lab &amp; facility tours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PEVs meet program chairs/directors, TC meet dean</td>
</tr>
<tr>
<td></td>
<td>PEVs review materials as needed</td>
</tr>
<tr>
<td></td>
<td>ABET team review Day 0 findings</td>
</tr>
<tr>
<td>Day 1 (Monday)</td>
<td>Team meets with Dean (brief orientation and review of visit)</td>
</tr>
<tr>
<td></td>
<td>PEVs brief program chairs</td>
</tr>
<tr>
<td></td>
<td>PEVs conduct interviews with faculty and students</td>
</tr>
<tr>
<td></td>
<td>PEVs meet with alumni, advisory boards, and support departments</td>
</tr>
<tr>
<td></td>
<td>ABET team review Day 1 findings</td>
</tr>
<tr>
<td>Day 2 (Tuesday)</td>
<td>Meetings with faculty and staff, as needed</td>
</tr>
<tr>
<td></td>
<td>Team finalized findings</td>
</tr>
<tr>
<td></td>
<td>PEVs brief program chair/directors, TC briefs dean</td>
</tr>
<tr>
<td></td>
<td>Team members draft exit statements and forms</td>
</tr>
<tr>
<td></td>
<td>Exit meeting (Institution may invite anyone they wish. ABET typically expects President and/or Provost to be present.)</td>
</tr>
<tr>
<td></td>
<td>TC provides Program Audit Forms to dean</td>
</tr>
</tbody>
</table>

**In-person visits (Recommended):** The supporting materials be available one month prior to Day 0

**Virtual visits:** The supporting materials must be available one month prior to Day 0
Sample Virtual Visit Schedule

Meetings with the Dean and Program Heads
The team chair should plan on meeting with the Dean each day of the virtual visit and program evaluators should meet with the heads of their programs to keep everyone connected and to make sure there are no surprises.

Prior to Day 0
- Team Meeting
- Facility Tours
- Materials Review

Day 0
- Meetings with the Dean and Program Heads

Day 1
- Opening Meeting – brief orientation and review of visit.
- Individual assignments
  - TC meets with institution officials
  - PEV with program chairs and faculty
- Interviews
  - Advisory board, alumni, faculty, students

Day 2
- Team follow-up
- Individual briefings
- Exit meeting
Visit Schedule

The following are events for which you will need to make arrangements and appointments with individuals well ahead of time. (Do it NOW)

1. Facility tours
2. Opening meeting
3. Interviews with administrators, President, Provost, faculty
4. Student interviews
5. Advisory Board interviews
6. Exit meeting (President decides who to invite to the exit meeting)

Who else in your institution should be included?

Follow-up with Team Chair: Visit schedule, attendance, logistics (IT, materials, etc.)
Team Requirements

On-site visits

• Work with the Team Chair on details.
• 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.
  • 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.

Virtual visits

• Work with the Team Chair on details.
• Schedule can be extended by the Team Chair due to time zone differences.
• Communication platform requirements:
  • Reliable WiFi.
  • Meeting times and connection details.
• If something unexpected should happen to prevent the normal operation
  • Team Chair will help you restructure the visit to proceed in a different communication platform or on different days.
Exit Meeting

Purpose: Report team findings to institution’s CEO and other institution representatives

Team chair makes introductory remarks and reads any statements or findings that apply at the institutional level.

Each program evaluator reads findings related to their program.

Team chair makes concluding remarks.

Preliminary findings will be entered into AMS. The Dean will be provided with the Program Audit Forms.

This is a scripted meeting. There should be no surprises. Recording is prohibited.
# Findings

<table>
<thead>
<tr>
<th>Strength</th>
<th>Observation</th>
<th>Concern</th>
<th>Weakness</th>
<th>Deficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognizes an exceptionally strong and effective practice or condition that stands above the norm and has a positive effect on the program</td>
<td>A comment or suggestion offered to assist the institution in its continuing efforts to improve the program</td>
<td>Program currently satisfies criterion</td>
<td>Program lacks strength of compliance with criterion to ensure quality of program will not be compromised</td>
<td>Program does NOT satisfy criterion Action is required to restore compliance</td>
</tr>
<tr>
<td>Does not relate directly to the criteria</td>
<td></td>
<td>Potential exists for the situation to change such that the criterion may not be satisfied</td>
<td>Remedial action is required to strengthen compliance with the criterion prior to the next evaluation</td>
<td></td>
</tr>
</tbody>
</table>
Post Visit

- Preliminary report provided at exit meeting
- Draft statement sent to institution 2-3 months after visit
- Final statement prepared
- July Commission meeting accreditation action

**September**

- 7-day response from institution for errors of fact
- 30-day response from institution on Draft statement
- Post 30-day response due by May 20
- Institution notified of action

*If no response is received either to provide or not providing materials during the 30-day response period, then post 30-day documentation may not be accepted. Response should fully document (provide evidence of) any developments that could mitigate any shortcomings identified by the team.*
Post-visit Follow-up

1. 7-Day Response
   - May submit a response to TC within 7 days of visit conclusion
   - Address only errors of fact.
     - For example:
       - Graduation data
       - Enrollment data
       - Course name or number
   - Do not include planned actions, actions in progress, or errors of interpretation

2. 30-Day
   - Documentation of corrective actions and evidence addressing shortcomings. Submitted once the draft report is provided to the institution.
   - DON’T WAIT! After the visit, begin drafting this response. Note: Findings and severity may change during editing.

3. Post 30-Day
   - Must submit a 30-day due response
   - Can be submitted until May 20th:
     - Limited to information that was not available at the time of the 30-day due process response

4. ABET Team Evaluation
   - Institution feedback is a key component in ETAC’s continuous improvement efforts
   - Online Team Chair evaluation
   - Online PEV evaluation
Common findings and accreditation actions
What did we learn from previous cycles?

ETAC Criteria

<table>
<thead>
<tr>
<th>General Criteria</th>
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<tbody>
<tr>
<td>1 - Students</td>
</tr>
<tr>
<td>2 - Program Educational Objectives (PEOs)</td>
</tr>
</tbody>
</table>
| 3 - Student Outcomes (SOs)  
  - SO elements 1-5 
  - If program uses different outcomes, provide map to new elements, 1-5 |
| 4 - Continuous Improvement |
| 5 - Curriculum |
| 6 - Faculty |
| 7 - Facilities |
| 8 - Institutional Support |

Other requirements

<table>
<thead>
<tr>
<th>Program Criteria</th>
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<tbody>
<tr>
<td>Program criteria limited to curriculum and faculty</td>
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</tbody>
</table>

| Accreditation Policy and Procedure Manual (APPM) |
What did we learn from the last cycles?

**Criterion 4**

~40% of shortcomings
- Process not regular or documented
- Not all SOs assessed
- Assessment but no evaluation
- No demonstration of level of attainment
- No evidence results used for continuous improvement of the program

**Criterion 5**

~14% of shortcomings
- Insufficient documentation of advisory committee engagement in curriculum/advisement.
- Curriculum lacking
  - design considerations appropriate to the discipline
  - Appropriate level of math
  - Coverage of ethics, diversity and inclusion awareness, quality, or continuous improvement topics

**Criterion 6**

~16% of shortcomings
- Faculty numbers not adequate for advising, interaction, or professional development
- Faculty lack professional development activity or involvement with industry
What did we learn from the last cycle?

**Criterion 1**

~8% of shortcomings

- 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

**Criterion 7**

~7% of shortcomings

- Equipment needs upgrade, repair, or maintenance
- Program lacks planning for staff or other resources related to maintenance or upgrades

**APPM**

~10% of shortcomings

- Posting information on web site
  - the program educational objectives,
  - student outcomes,
  - annual student enrollment, and graduation data
- Program name inconsistencies in catalog, transcripts, RFE
Typical Findings (2022-2023)

Findings at Draft Statement

Findings after 30-day and Post 30-day responses

D, W, C
Typical Findings (2022-2023)

Findings at Draft Statement

Findings after 30-day and Post 30-day responses

D | W | C
Typical Findings (2022-2023)

Before and After Due Process Finding Numbers

- **D**
  - Before DP: 17
  - After Post 30 day: 0

- **W**
  - Before DP: 64
  - After Post 30 day: 19

- **C**
  - Before DP: 55
  - After Post 30 day: 33

Legend:
- Blue: Before DP
- Red: After Post 30 day
Criterion 4 Continuous Improvement
Common Findings

• Process
  • Process not documented, appropriate, or regularly used

• Assessment
  • Not assessing ALL student outcomes
  • Not using direct or primary assessment data for measuring student outcome attainment
  • Not segregating student attainment by program (i.e., separating out students by major when assessing an outcome in the same class)
  • Student outcomes not assessed at least once during a program’s defined cycle (e.g., 2 yrs., 3, yrs.)

• Evaluation
  • Not evaluating assessment data
  • No demonstration of attainment level of Student Outcomes

• Continuous Improvement
  • Not using evaluation results to improve the program
  • Using inappropriate assessment and evaluation processes to avoid taking improvement actions
  • Not improving program only because attainment goal achieved
  • Using class average of attainment level vs. percentage of students who met or exceeded attainment goal.
Criterion 2 Program Educational Objectives (PEOs) Common Findings

• Definition
  • 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.

• Key Constituencies
  • Not all stated constituents are involved in the review process.

• Process
  • Process not documented, systematically used, or effective (e.g., timetable, review process)
  • If the PEOs do not appear to meet the criteria definition, it is imperative that the constituency review process endorsing the statement is well documented.
APPMM Requirements

I.A.6.a. Each ABET-accredited program must publicly state the program’s educational objectives and student outcomes.

The following information must be posted on the program’s web site:

• the program educational objectives,
• student outcomes,
• annual student enrollment, and graduation data.
APPMM Requirements

Institution catalogs and similar publications must clearly indicate the programs accredited by the commissions of ABET as separate and distinct from any other programs or kinds of accreditation. Each accredited program must be specifically identified as:

“accredited by the Engineering Technology Accreditation Commission of ABET, http://www.abet.org, under the General Criteria and the Program Criteria for ______.”

Note: the program criteria is also included in the statement.
APPMM Requirements, APPM Section I.A

Please note the new language with this section of the APPM.

Example statements of accreditation

Bachelor Program
The Bachelor of Science in Electrical Engineering Technology is accredited by the Engineering Technology Accreditation Commission of ABET, https://www.abet.org, under the General Criteria and the Program Criteria for Electrical/Electronic(s) Engineering Technology and Similarly Named Programs.

General Criteria Only
The Bachelor of Science in Engineering Technology is accredited by the Engineering Technology Accreditation Commission of ABET, https://www.abet.org, under the General Criteria.

Associate Program under Two Program Criteria
The Associate of Science in Civil and Environmental Engineering Technology is accredited by the Engineering Technology Accreditation Commission of ABET, https://www.abet.org, under the General Criteria and the Program Criteria for Civil Engineering Technology and Similarly Named Programs and the Program Criteria for Environmental Engineering Technology and Similarly Named Programs.
Accreditation Actions

*Only “Not to Accredit” can be appealed*
# Accreditation Actions

<table>
<thead>
<tr>
<th>TYPE OF REVIEW</th>
<th>D and W Shortcomings (duration)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No W’s, No D’s</td>
<td>W, No D’s</td>
</tr>
<tr>
<td><strong>GENERAL REVIEW</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>existing programs</td>
<td>NGR (6 years)</td>
<td>IR or IV (2 years)</td>
</tr>
<tr>
<td>new programs</td>
<td>NGR (6 years)</td>
<td>IR or IV (2 years)</td>
</tr>
<tr>
<td>following SCR or SCV</td>
<td>NGR (6 years)</td>
<td>IR or IV (2 years)</td>
</tr>
<tr>
<td><strong>INTERIM REVIEW</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>following IR or IV</td>
<td>RE or VE (2 or 4 years)</td>
<td>IR or IV (2 years)²</td>
</tr>
<tr>
<td>following SCR or SCV</td>
<td>SE (2 or 4 years)</td>
<td>IR or IV (2 years)²</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NGR</th>
<th>Next General Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>IR</td>
<td>Interim Report</td>
</tr>
<tr>
<td>IV</td>
<td>Interim Visit</td>
</tr>
<tr>
<td>SCR</td>
<td>Show Cause Report</td>
</tr>
<tr>
<td>SCV</td>
<td>Show Cause Visit</td>
</tr>
<tr>
<td>RE</td>
<td>Report Extended³</td>
</tr>
<tr>
<td>VE</td>
<td>Visit Extended³</td>
</tr>
<tr>
<td>SE</td>
<td>Show Cause Extended³</td>
</tr>
<tr>
<td>NA</td>
<td>Not to Accredit</td>
</tr>
<tr>
<td>T</td>
<td>Terminate⁴</td>
</tr>
</tbody>
</table>

¹ NA—Accreditation action for programs that have not resolved a Deficiency(D) within two years following an SCR or SCV.

² When the accreditation action is a second consecutive interim review, the remaining shortcomings will be scrutinized during the next general review visit.

³ Interim evaluations only.

⁴ Initiated by institutions for programs being discontinued or for which accreditation is no longer being maintained.
Time to get started!

- Communicate early and often with your Team Chair to assure the visit will be trouble-free and productive.
- Start working on schedule and meeting details (who, when)
- **Materials**: Recommend providing as many materials as possible available to PEVS before the visit. Organization of materials is very important, however.
- The more materials are available to the PEVS before the visit, the more issues will be resolved before the site visit.

If you have questions, reach out to your team chair!
References

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

The Accreditation Criteria and the Accreditation Policy and Procedure Manual may change from one accreditation cycle to the next. Please see Accreditation Changes for a summary of the important board-approved changes for each year.

Accreditation Policy and Procedure Manuals

- 2023-2024
- 2022-2023
- 2021-2022
- 2020-2021

Applied and Natural Science Accreditation Commission (ANSAC)

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

ANSAC Program Evaluator Workbook
- Facilities — Sample Thermofluids Lab Tour and Live Walkthrough Video
- Facilities — Annotated EAC Photos
- Guidance on Materials
References

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

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

ETAC Program Evaluator Workbook
Facilities — Sample Thermofluids Lab Tour and Live Walkthrough (Video)
Facilities — Annotated Photos of Equipment in a Thermo-Fluids Lab
Guidance on Materials
ETAC Program Self-Evaluation Tool
2023-2024 Questionnaire Template for Interim Reports
2023-2024 Institutional Representatives Webinar: Interim Reviews (Recording) (Slides)
2023-2024 Institutional Representatives Webinar: Self-Study Reports (Recording) (Slides)
Thank you!

ETAC
INSTITUTIONAL REPRESENTATIVE
VISIT PREPARATION

Please provide us your feedback for this session

https://app.meet.ps/attendee/m2y14gw4

- 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