

# ABET PRIMER

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What is ABET, What Does ABET Do,  
How Do We Do Well With ABET

# DISCUSSION TOPICS

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- ❑ WHAT IS ABET?
  - ❑ WHAT DOES ABET DO?
  - ❑ ABET REVIEWS – WHAT ARE THEY?
  - ❑ WHAT ABOUT CRITERIA?
  - ❑ WHAT SHOULD WE DO TO PREPARE?
  - ❑ WHAT HAPPENS DURING A VISIT?
  - ❑ WHAT HAPPENS AFTER A VISIT?
  - ❑ WHAT ARE MOST COMMON PITFALLS?
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# WHAT IS ABET?

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- Organization of Organizations
  - Purposes
    - Accreditation
    - Promote Intellectual Development
    - Provide Technical Assistance
  - Recognized by Council for Higher Education Accreditation (CHEA)
  - NCEES Recognition (EAC)
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# WHAT DOES ABET DO?

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- ❑ Accredits College Level Degree Programs in Engineering, Technology, Computing, or Applied Sciences
  - ❑ Four Different Broad Areas
    - Engineering - Leading to Professional Practice
    - Technology- Technological in Nature – Between Engineering and Vocational/Industrial Technology
    - Computing – Leading to Professional Practice in Computing Disciplines
    - Applied Sciences – Technical Fields with Close Ties to Engineering or Applied Science
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# WHAT DOES ABET DO?

## Commissions

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- ❑ Engineering Accreditation Commission (EAC) – BS and/or MS Level
  - ❑ Technology Accreditation Commission (TAC) – Associate or BS Level
  - ❑ Computing Accreditation Commission (CAC) – BS Level
  - ❑ Applied Science Accreditation Commission (ASAC) – Associate, BS, or MS Level
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# WHAT ARE ABET REVIEWS?

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- General Reviews – Every Six Years
  - Interim Reviews (Focused Review) – Occur Two Years After General Review
    - Shortcomings Trigger Interim Review
    - Interim Visit
    - Interim Report
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# WHAT ABOUT CRITERIA?

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- Criteria are Basis of Evaluations
  - Up to Now, 4 Different Criteria
  - 2011 – 2012 Harmonized Criteria Will be Implemented
    - Criteria – Same Topics for Each Criterion
    - Definitions – Same
    - Some Differences by Commission
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# WHAT ABOUT CRITERIA?

## EAC

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- I General Criteria for Baccalaureate Level Programs
    - 1 Students
    - 2 Program Educational Objectives
    - 3 Student Outcomes
    - 4 Continuous Improvement
    - 5 Curriculum
    - 6 Faculty
    - 7 Facilities
    - 8 Institutional Support
  - II General Criteria for Masters Level Programs
  - III Program Criteria
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# WHAT ABOUT CRITERIA?

## TAC

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### General Criteria

- 1 Students
- 2 Program Educational Objectives
- 3 Student Outcomes (List for BS & Assoc)
- 4 Continuous Improvement
- 5 Curriculum
- 6 Faculty
- 7 Facilities
- 8 Institutional Support

### Program Criteria

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# WHAT ABOUT CRITERIA?

## CAC

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### 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

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# WHAT ABOUT CRITERIA?

## ASAC

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- I General Criteria for Baccalaureate and Associate Degree Programs
    - 1 Students
    - 2 Program Educational Objectives
    - 3 Student Outcomes (List for BS & Assoc)
    - 4 Continuous Improvement
    - 5 Curriculum
    - 6 Faculty
    - 7 Facilities
    - 8 Institutional Support
  - II General Criteria for Masters Level Programs
  - III Program Criteria
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# WHAT IS APPM?

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- APPM – Accreditation Policy and Procedure Manual
  - Items Pertinent to Reviews
    - During on Campus Visit Examine:
      - Facilities
      - Materials (list on next slide)
      - Evidence PEO's Have Input from Constituences
      - Evidence of Assessment, Evaluation & Attainment of Objectives
      - Evidence of Assessment, Evaluation, & Attainment of Student Outomes
      - Evidence of Actions Taken to Improve Program
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# WHAT IS APPM?

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## □ Materials to Be Examined

- Student Work – Especially Upper Division
  - Range of Grades
- Course Syllabi
- Textbooks
- Exams

HINT :     Make it Easy for PEV to Find  
                  Information

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# WHAT SHOULD WE DO TO PREPARE?

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## READ CRITERIA

- 2010 – 2011 VERSION
- 2011 – 2012 VERSION – SEE CHANGES PRINTED IN 2010 – 2011 VERSION

## READ APPM

- SECTION II.G PROGRAM REVIEWS

## PREPARE SELF STUDY

- USE APPROPRIATE SELF STUDY QUESTIONNAIRE  
– [www.abet.org/forms.shtml](http://www.abet.org/forms.shtml)
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# WHAT SHOULD WE DO TO PREPARE?

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- ❑ Brief all Faculty & Staff on Process
  - ❑ Make Sure Advising Sheets Prepared Properly – Transcripts Sent to PEV
  - ❑ Collect and Organize Materials
  - ❑ View Laboratories With “New” Eyes
  - ❑ Program Head – Contact PEV/Team Chair
    - Depends on Commission
  - ❑ Make PEV’s Job as Easy as Possible
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# WHAT HAPPENS DURING A VISIT?

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- Team Chair Visits Dean, President, Provost, CFO , Registrar, Admissions, etc
  - PEV's Visit Program & Support Depts.
  - Program Visit
    - Program Head
    - Faculty
    - Students
    - Staff
    - Laboratories
  - Support Departments
    - Chemistry, Physics, Biology, Math, Library, General Education, Career Services, Computing, ETC
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# WHAT HAPPENS DURING A VISIT?

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## □ Sunday – Day 0

- Review Materials and Tour Laboratories

## □ Monday – Day 1

- Make Visits Described on Previous Slides
- Lunch – Institution Arranges – Students, Advisory Board, Support Department

## □ Tuesday – Day 2

- Conclude Visits on Previous Slides
  - Prepare Exit Statement
  - Exit Interview
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# EXIT INTERVIEW

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- ❑ Tuesday – Mid-Afternoon
  - ❑ Chief Executive, Provost, Dean – Plus any Institution Would Like
  - ❑ Exit Statements Read
  - ❑ No Time for Debate or Rebuttal
  - ❑ Program Audit Forms (PAF) – Given to Dean
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# KEY TERMS

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- Deficiency
  - Weakness
  - Concern
  - Observation
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# DEFICIENCY (D)

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- A Criterion/Policy/Procedure is not Satisfied
    - BAD – Show Cause (SC) –
    - First Step to Not to Accredited --
    - Revisit in Two Years – Focused Visit
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# WEAKNESS (W)

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- Lacks Strength of Compliance to Insure Quality of Program will not be Compromised
    - Not So Good
    - Interim Action Required in Two Years
      - Report – IR
      - Visit -- IV (Focused Visit)
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# CONCERN (C)

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- Program Currently Satisfies Criterion/Policy/Procedure – Potential Exists for Situation to Change
    - Not So Bad –
    - Next General Review (NGR) – If Only C's
    - Sends Signal to Next General Review Team
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# OBSERVATION

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- Comment or Suggestion to Help Improve Program
    - No Effect on Accreditation Action
    - Can Result in Action
      - Eaton Hall Result of Observation
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# WHAT HAPPENS AFTER A VISIT?

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- Seven Day Response
    - Correct Errors in Fact
  - Draft Statement – To Dean
    - Arrives January/February
  - 30 Day Response
    - Institution Responds to Draft Statement
  - Commission Meeting – July
    - Commissions Take Accreditation Action
  - Final Statement – To CEO
    - Late August – September
    - Final Decision & Statement
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# WHAT ARE MOST COMMON PITFALLS?

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- Criterion 2 – Objectives –
    - Read Definition Carefully
      - Broad Statements
      - Attainments of Graduates
    - Objectives More Like Outcomes
    - Constituencies Needs Not Considered
    - Assessment & Evaluations Not Done Systematically
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# WHAT ARE MOST COMMON PITFALLS?

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- Criterion 3 – Program Outcomes
    - Outcomes (a) – (k) Must Be There – Wording may be different, but all must be there.
    - Assessment Data Must Be There
    - All Must Not Be Subjective i.e. surveys only
    - Watch Out for Faculty Observations Only
    - Need to Demonstrate Learning
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# OVERALL ADVICE

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- ❑ Make Assessment and Evaluation Part of Departmental Procedures Every Semester
  - ❑ Read Criteria Carefully –
    - Be Sure to Read Criteria That Applies
    - Read Ahead for Changes
  - ❑ Read Accreditation Policy and Procedure Manual (APPM)
  - ❑ Become a PEV
  - ❑ Attend a Gloria Rogers Assessment Workshop
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# QUESTIONS

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