



Self Study Report Development Workshop

2019 ABET Symposium
Wednesday, April 10, 2019
Dallas

THE 2019 ABET SYMPOSIUM

Workshop Logistics

- 9:00 – 5:00 pm
- Emergency Exits
- Restrooms
- Breaks
- Lunch
- Table Seating

Workshop Team

ANSAC

- Alice Greife, ANSAC Chair-Elect
- Amanda Reid, ANSAC Adjunct Director
- Bob Soule, ANSAC Past Chair

CAC

- Harold Grossman, CAC Adjunct Director
- Donna Reese, CAC Past Chair
- Cary Laxer, CAC Vice Chair - Operations
- Michael Oudshoorn, CAC Commissioner
- Raj Rajendra, CAC Executive Committee Member

Workshop team

EAC

- Dayne Aldridge
- Doug Bowman
- Susan Conry
- Winston Erevelles

EAC Adjunct Directors

- Ann Kenimer, EAC Past-Chair
- Jeff Fergus, EAC Chair-Elect
- Mike Hirschi, EAC Executive Committee Member
- Jeff Keaton, EAC Chair
- Patsy Brackin, EAC Commissioner
- Mark Sebern, EAC Executive Committee Member
- Bopaya Bidanda, EAC Executive Committee Member

Workshop Team

ABET

- Jane Emmet, Senior Director, Accreditation Operations
- Mike Leonard, Adjunct Director, Training
- Ashley Appleman, Manager, Training
- Roni Sigai, Coordinator, Training
- Sherri Hersh, Manager, International Accreditation

Workshop Objectives

- Participants should understand the fundamental principles for preparing a self-study that demonstrates their program's compliance with the criteria using the self-study template.
- Participants should be able to determine how to select information to present in each section of the self-study that takes into account what the Program Evaluator will be looking for that demonstrates compliance with the criteria.

The Effective Self-Study Report

Describes how your program satisfies the criteria.

- Clear
- Concise
- Targeted



For Whom Am I Writing...

- The program evaluator (PEV) assigned to review your program
- The PEV will form an opinion before arriving on-site based on your Self-Study



ABET
Engineering Accreditation Commission
E341 PROGRAM EVALUATOR WORKSHEET

NOTES: 1) Make entries into grey areas only; 2) click on cells for dropdown menu for D,W,C, or R (resolved); 3) remove a D, W, C, or R by using <delete>

HINT: Type Alt-Enter (Windows) or Ctrl-Option-Enter (Mac) to get a new line in the same cell

Name of Institution					
Program Name		PEV			
Team Chair		Visit Dates			
Enter “C” for concern, “W” for weakness, “D” for deficiency, and “R” if issue has been resolved	Pre-visit	Day 0	Day 1	Exit Statement	Comments
“X” will appear on this row if no Deficiencies or Weaknesses	X	X	X	X	
1. STUDENTS					
Evaluate student performance					
Monitor student progress					
Advise students regarding curricular and career matters					
Have and enforce policies for accepting both new and transfer students					
Have and enforce policies for awarding academic credit for courses taken at other institutions					
Have and enforce policies for awarding academic credit for work in lieu of courses taken at the institution					
Have and enforce procedures to ensure and document that students who graduate meet all graduation requirements					
2. PROGRAM EDUCATIONAL OBJECTIVES					
Published and consistent with institution’s mission, the needs of the program’s constituencies, and these criteria					
Documented, systematically utilized, and effective process, involving program constituencies, for the periodic review of the program educational objectives					
3. STUDENT OUTCOMES					
Program has documented student outcomes that prepare graduates to attain the program educational objectives					

- We can wait to start the Self-Study Report.
- We do not need to answer all the questions.
- The faculty do not need to be involved in the Self-Study Report development
- We do not need to include any significant changes since the last review



The Criteria

- Criteria 1, 2, 4, 7, and 8 are harmonized.
 - Similar questions asked in the Self-Study Questionnaire Template.
 - Same words used for all four Commissions.
- Criteria 3, 5, and 6 are Commission-specific.
- Program Criteria are Commission-specific.
- This workshop is focused on the Self-Study for a **Baccalaureate-level** program
- If your program is a **Masters** program, talk to one of the facilitators off-line.

General Requirements and Preparation

The Self-Study Report is both a quantitative and qualitative assessment of strengths and limitations of the program.

Include:

- All methods of instructional delivery
- All possible paths
- All remote offerings

Program name **MUST BE IDENTICAL** to that used in institutional publications, the ABET RFE (Request for Evaluation) and on the transcripts of graduates.

General Requirements and Preparation (Cont.)

The self study questionnaire focuses primarily on accreditation criteria and it also includes questions related to certain sections of the ABET Accreditation Policy and Procedure Manual (APPM).

Tables may be modified in format to more clearly present the information for the program. When this is done, it is suggested that a brief explanatory footnote be included about why the table was modified.

Supplemental Materials

The following materials are to be supplied in addition to the Self-Study Report:

- The general institution catalog.
- Promotional brochures or literature describing program offerings of the institution.
- Official academic transcripts of recent graduates. The **official academic transcript** contains a listing of all the courses taken by a graduate, year/semester courses were taken, the grades earned, and degree(s) earned.

Background Information

- A. Contact Information*
- B. Program History*
- C. Options*
- D. Program Delivery Modes*
- E. Program Locations*
- F. Public Disclosure*
- G. Deficiencies, Weaknesses or Concerns from Previous Evaluation(s) and the Actions Taken to Address Them*

Submission and Distribution of Self-Study Report

- Review Self-study submission requirements in the template early.
- Readiness Review requirement for certain **NEW** programs is due October 1, the year **BEFORE** your visit.
- If you have a new program talk with your facilitator.

Submission and Distribution of Self-Study Report (cont.)

- The Self-Study Report and Supplemental Materials should be uploaded on your Institution's ABET homepage as pdf read-only files by July 1.
- Please **do not** send Self-Study Reports
 - In an email
 - As a hard copy through the mail
 - On a data stick through the mail
- The Self-Study Report and Supplement Material must be self-contained in the medium submitted and not include external hyperlinks.

Submission and Distribution of Self-Study Report (cont.)

- Catalogs that are available only electronically must be submitted in a pdf read-only format. It cannot be a link to your web site.
- The catalog must be the version available at the time the Self-Study Report is prepared.
- See the handout on your table for additional instructions for uploading the Self -Study to the ABET secure site.

Submission and Distribution of Self-Study Report (cont.)

- Your approved Team Chair and PEVs will be able to access the Self-Study, appendices and supplemental material directly on the ABET secure site.
- The Institution's primary contact will need to coordinate with the Team Chair to confirm where to send a set of transcripts for each program.

Criterion 1 Students

- Performance evaluated
- Progress monitored
- Advising
- Admissions/transfer policies
- Awarding academic credit
- Graduation requirements

Criterion 2. Program Education Objectives

- Must be published
- Consistent with:
 - Institutional mission
 - Constituents' needs
 - ABET Criteria
- Review Process
 - Documented
 - Systematically utilized
 - Effective

Criterion 3. Student Outcomes

Commission Specific

Criterion 4. Continuous Improvement

- Assessment and evaluation processes for verifying the extent of outcomes' attainment
 - Regularly used
 - Appropriate
 - Documented
- Results systemically utilized as input for continuous improvement

Criterion 5. Curriculum

Commission Specific

Criterion 6. Faculty

Commission Specific

Criterion 7. Facilities

- Classrooms, offices, laboratories, equipment
 - Adequate to support outcomes' attainment
 - Provide atmosphere conducive to learning
 - Modern and systematically maintained and upgraded
- **Library services/computing & information infrastructure adequate for scholarly and professional activities**

Criterion 8. Institutional Support

- Support and leadership adequate to ensure:
 - Program quality
 - Program continuity
- Resources available sufficient to:
 - Attract, retain, professionally develop qualified faculty
- Infrastructure, facilities, equipment acquired, maintained, operated
- Provide an environment in which outcomes can be attained

Program Criteria

Describe how the program satisfies any applicable program criteria. If already covered elsewhere in the self study-report, provide appropriate references.

Appendices

- Appendix A – Course Syllabi
- Appendix B – Faculty Vitae
- Appendix C – Equipment
- Institutional Summary

Symposium Resources

Self–Study Report Room

- Exemplars of Self Studies that don't necessarily demonstrate compliance but:
 - Follow the Self-Study Questionnaire Guidelines
 - Address each criterion
 - Avoid extraneous information
 - Effectively use graphs, tables and charts
 - Leverage appendices
- Room Hours:
 - Wednesday, April 10 2 pm - 6 pm
 - Thursday, April 20 9 am – 7 pm
 - Friday, April 21 9 am – 5 pm
 - Saturday, April 22 9 am – 12 noon
- Location: Fair Park 2 – 3rd Floor

Symposium Resources

4 Focus Areas

- Accreditation
- Assessment
- Cybersecurity
- Sustainable Development

Symposium Resources

- Self-Study Templates on the ABET website
 - <http://www.abet.org/accreditation-criteria/>
- Accreditation Changes
 - <https://www.abet.org/accreditation/accreditation-criteria/accreditation-alerts>
 - accreditation@abet.org for any additional questions

Accreditation Criteria & Supporting Documents

≡ MENU

MYABET LOGIN

SEARCH

Home > Accreditation > Accreditation Criteria & Supporting Documents

2019 ABET SYMPOSIUM

ABOUT ABET

ACCREDITATION

What is Accreditation?

[Why ABET Accreditation Matters](#)

[What Programs Does ABET Accredite?](#)

[Program Eligibility Requirements](#)

[Licensure, Registration & Certification](#)

Get Accredited

[Accreditation Step by Step](#)

[Assessment Planning](#)

[Request for Evaluation \(RFE\)](#)

[Changes During the Period of Accreditation](#)

[Decision & Notification](#)

[Promote Your ABET Accreditation](#)

[Accreditation Outside the U.S.](#)

[Reaccreditation](#)

[Additional Resources](#)

Accreditation Criteria & Supporting Documents

[Self-Study Templates](#)

[Accreditation Changes](#)

Accreditation Fees and Invoice

[Fees For Programs Outside The U.S.](#)

Find Programs

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

[2019-2020](#)

[2018-2019](#)

[2017-2018](#)

[2016-2017](#)

[2015-2016](#)

[2014-2015](#)

[Section I.A.6](#)

[Submitting Interim Review Reports](#)

Applied and Natural Science Accreditation Commission (ANSAC)

[2019-2020 Criteria](#)

[2018-2019 Criteria](#)

[2017-2018 Criteria](#)

[2016-2017 Criteria](#)

[2015-2016 Criteria](#)

[2014-2015 Criteria](#)

[ANSAC Program Evaluator Workbook](#)

Computing Accreditation Commission (CAC)

[2019-2020 Criteria](#)

[2018-2019 Criteria](#)

[2014-2015 Criteria](#)

[CAC Program Evaluator Workbook 1.0](#)

WRAP UP

Key Take-Aways Plus/Delta