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**Computing
Accreditation Commission**

Institutional Representatives' Orientation

July 2010

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Who Am I?

- Raymond Greenlaw
 - Professor of Computer Science
 - United States Naval Academy
 - Involved in computing accreditation for about 20 years
 - Still learning

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Session Intended For

- Deans, Department Heads, Faculty, Administrators, Others
- Have submitted self-study for CAC evaluation in a fall 2010 visit
- Interested in issues relative to preparation for visit



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Expected Outcomes for Today

- Know the roles of ABET, CAC, and CSAB in the accreditation process.
- Understand the CAC visit process.
 - What to do before the visit
 - How you can help the visit run efficiently and effectively
 - The official communications processes and accreditation action terminology
 - What happens after the visit



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Today's Plan

- Review the ABET/CAC/CSAB structure.
- Review the CAC accreditation process.
- Discuss the visit and decision processes.
- Take a high-level look at the accreditation criteria structure and content.
- Hold discussion based on your experiences.
- Hold other discussions as desired.
- Meet with team chair for visit.



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Logistics

- Ask questions or make comments at any time.
- Lunch with TC – 12:00-1:30 p.m.
- Orientation continues – 1:30-3:00 p.m.
- Coffee break – 3:00 p.m.
- Meet with TC as needed – 3:15-5:30 p.m.
 - If a team chair has two visits, coordinate meetings.

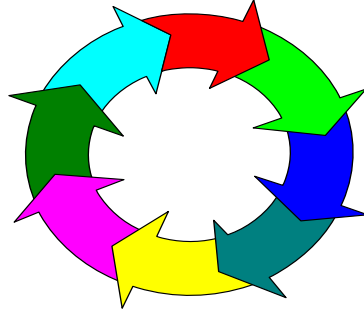


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Purpose of Accreditation



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Why Have Accreditation?

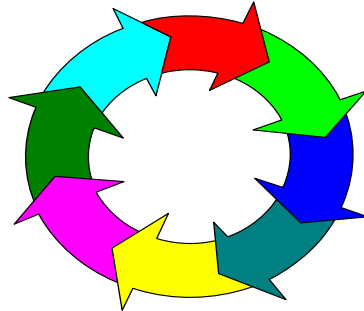
- To identify programs meeting minimum criteria for accreditation
 - For prospective students, parents, government, employers, and the public
 - For programs that are intended to prepare graduates to enter the profession
- Assurance of a minimum level of quality
- Assurance that a program is what it claims to be



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Organizational Structure and Roles



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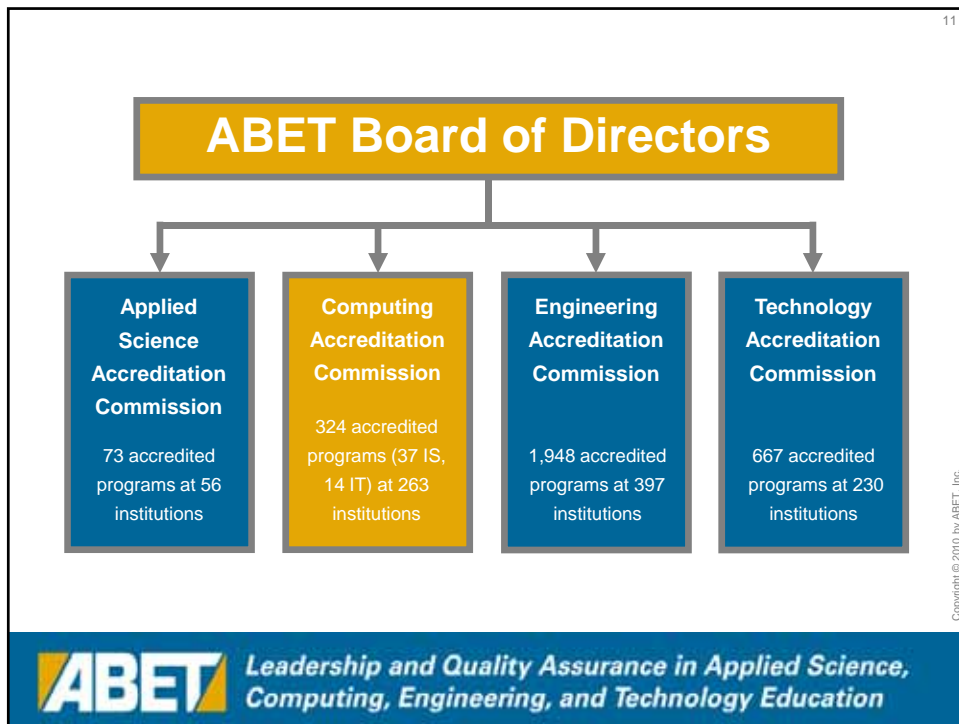
- Organization recognized as responsible for accrediting educational programs in applied science, computing, engineering, and engineering technology in the United States and also internationally.
- Federation of 30 professional and technical societies (*ABET member societies*), representing more than 1.8 million practicing professionals.



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Responsibilities of ABET Board of Directors and Commissions

Board of Directors

- Provides strategic vision/mission
- Approves policy
- Approves criteria
- Considers appeals of not-to-accredit decisions

Commissions

- Recommend criteria
- Conduct the accreditation process
- Assign team chairs for campus visits
- Make final accreditation decision by vote of entire membership



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Responsibilities of Member Societies

- Develop program criteria
- Select, train, and mentor program evaluators (for visiting teams)
- Nominate commissioners
- Appoint ABET Board of Directors members
- Work with commissions



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CSAB, Inc.

(formerly the Computing Sciences Accreditation Board, Inc.)

- The ABET “society” for computing accreditation
- A federation of ACM and IEEE-CS
- Lead ABET society for Computer Science, Information Systems, Information Technology, and Software Engineering
- Cooperating society for Computer Engineering, Biological Engineering, and Information Engineering Technology
- Develops program-specific accreditation criteria for lead society programs
- Additional information is available at www.csab.org

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CSAB History

- 1985 – CSAB Incorporated; formed by ACM and IEEE-CS
- 1986 – First CS programs accredited
 - Computer Science Accreditation Commission (CSAC)
- 2000 – CSAB joined ABET
 - CSAC → CAC
- 2002 – IS accreditation established
- 2005 – IT accreditation established (pilot until 2008)

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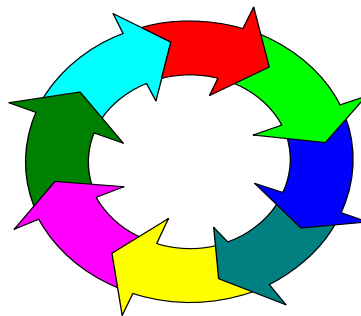
Information

- General information about ABET, its commissions, and its member societies is available on the ABET webpage: <http://www.abet.org>.



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The Accreditation Process



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The Accreditation Process

- Types of Reviews
- Timeline (Process Overview)
- Pre-Visit Activities
- Visiting Team Composition
- Campus Visit
- Post-Visit Activities

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Types of Reviews

- **Initial**
 - For programs not currently accredited.
 - Addresses all applicable criteria.
- **Comprehensive**
 - Review of all programs under the purview of a particular commission.
 - Conducted every six years simultaneously for all programs.
 - Addresses all applicable criteria.

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Types of Reviews (Cont.)

- **Interim**

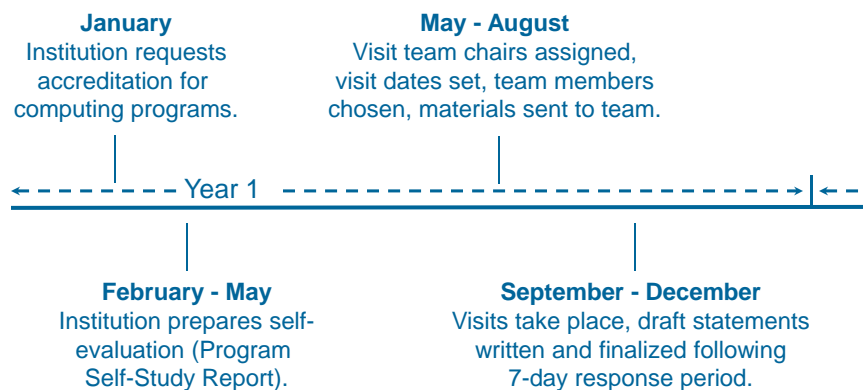
- Occurs when a program was found to have a deficiency or weakness in the prior review.
- Addresses deficiencies, weaknesses, and concerns from previous visit.
 - Can address other significant changes to the program
 - May involve an on-site visit or may require only a report

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The Accreditation Timeline for Year 1

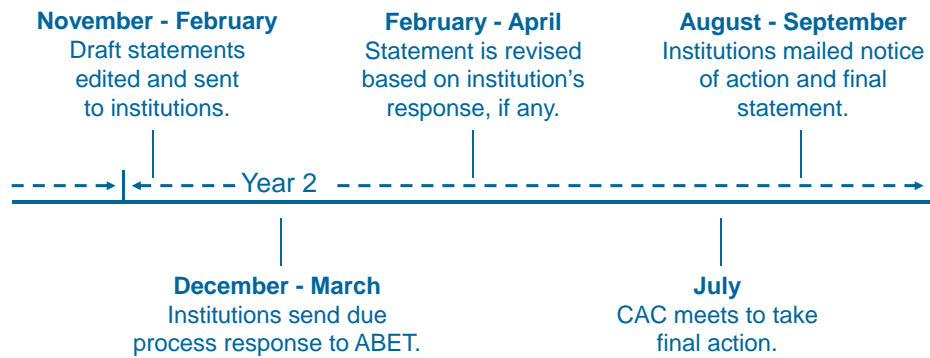


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The Accreditation Timeline for Year 2

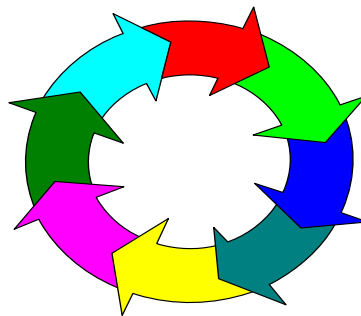


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Pre-Visit Activities



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Pre-Visit Activities

Institutional Perspective

- Apply to ABET for accreditation (due January 31).
- Prepare self-study reports (due July 1).
- Approve team chair and visiting team members.

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Pre-Visit Activities

Institutional Perspective (cont.)

- Work with team chair to set visit date, create visit schedule, and make visit arrangements.
 - Appointments with CEO, CAO, and Dean need to be established as early as possible. (Can be the main constraint for possible dates.)
- Send self-study, transcripts, catalogs, brochures, checklists, etc., to visiting team members.
 - Provide pointers to webpages.
 - Electronic (e.g., CD) version of self-study is appreciated.

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Pre-Visit Activities

Institutional Perspective (cont.)

- Assemble course displays.
 - One set of materials for each course in major.
 - Syllabus, textbook
 - Assignments, tests, exams
 - Examples of graded student work (poor, fair, good)
 - Consistent “look and feel” is important.
 - Provide access to online material.
 - Give special consideration to distance learning.
- Assemble assessment data.
 - Provide in course display area.

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Pre-Visit Activities

Institutional Perspective (cont.)

- Arrange team meeting room.
 - Sunday (or other) access
 - Computer(s) with network access
 - Team may prefer own computers with Internet access.
 - Local printer
 - Course and assessment materials
 - Access to copier
 - Paper shredder is appreciated.

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Pre-Visit Activities

Institutional Perspective (cont.)

- Recommend hotel(s) for team.
 - Comfort, convenience
 - Reasonable price
- Assist with other logistics.
 - Parking
 - Transportation arrangements to campus
 - Restaurant suggestions

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Pre-Visit Activities

Visiting Team Perspective

- Team chair appointed by CAC and develops schedule with institution's representative.
- Program evaluators appointed by CSAB.
- Team analyzes visit materials and prepares for on-site activities.

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Pre-Visit Communications

- CAC team chair is the only CAC team member who communicates with the institution.
- CAC communication rules differ from other commissions' rules.
 - Other PEVs communicate directly with program representatives.

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CAC Visiting Team Responsibilities

- Organize visit.
- Study materials provided by institution.
- Conduct visit.
- Analyze information.
- Prepare a statement of findings.
- Assess institution's post-visit actions.
- Present findings and recommended action to CAC.



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Visiting Team Composition

- CAC (only) visit to computing programs
 - *Comprehensive or Initial Review*
 - CAC team chair and at least 2 CSAB program evaluators
 - May be more PEVs for multiple programs
 - One PEV per program
 - *Focused Visit*
 - CAC team chair and 0 or 1 CSAB PEV



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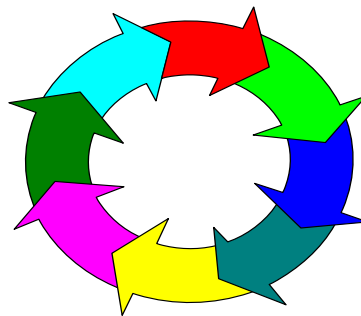
Visiting Team Composition

- Coordinated visit with another ABET commission
 - *All visits*
 - One team chair from each commission
 - Many possible combinations for PEVs!
 - Normally one per program; sometimes two if only one CAC program



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Campus Visit



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Objectives of the Campus Visit

- Assess factors that cannot be documented easily in a self-study.
- Examine materials compiled by the institution.
- Observe the validity of the self-study.
- Provide a preliminary assessment of program strengths and shortcomings.



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Sample Sunday Schedule

1 p.m.	Initial team meeting (closed)
2 p.m.	Visiting team reviews course display and assessment data, visits labs and other facilities.
6 p.m.	Team dinner and discussion (closed)
8 p.m.	Team planning meeting (closed)



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Sample Monday AM Schedule

8:00	Opening Meeting (visiting team, dean, program head, guests)
9:00 – 11:00	Team chair meets with president, provost, dean, program head, etc.
	Program evaluators meet one-on-one with program head and faculty members.
11:00	Team meets with students (class or invited group).
12 noon	Lunch (Institution can sponsor luncheon for team and guests, if desired.)

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Sample Monday PM Schedule

1:30 – 4:30	Team chair meets with office of assessment, placement, registrar, etc.
1:30 – 2:30	Program evaluators continue faculty meetings.
2:30 – 4:30	Program evaluators meet with faculty, staff, members of supporting departments, tour library, etc.
4:30	Team meeting (closed)
5:00	Program evaluators meet with program head(s).
6:00	Team dinner and meeting (closed)

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Sample Tuesday AM Schedule

8:00	Program evaluators meet with program head(s).
8:30 – 10:00	Reserved for additional meetings
10:00 – 11:00	Team meeting (closed)
11:00 – 11:30	Program evaluators present findings to program head(s) and guests.
11:30 – 12 noon	Team chair presents findings to dean.



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Sample Tuesday PM Schedule

12:00 – 2:00	Working lunch and team meeting (closed)
2:00 – 3:00	Exit meeting (team, president, guests)
3:00	Visiting team leaves campus



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Notes on Schedule

- Initial meeting Monday morning should include an overview of the college/institution by the dean.
- **If convenient**, some interaction with program graduates is nice.
 - Monday lunch is a good time for this.
- Establish appointments with CEO, CAO, Dean ASAP.
 - Work with team chair if conflicts arise.

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Exit Meeting

- Institution determines attendance.
 - Requested: CEO, CAO
- Conducted by team chair.
- States program strengths.
- States all deficiencies, weaknesses, and concerns relative to criteria.

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Exit Meeting

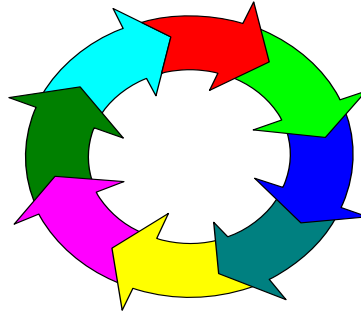
- Does not mention recommended accreditation action.
- Not a forum for discussion.
- Team leaves Program Audit Form for each program summarizing any deficiencies, weaknesses, and concerns.
- Team chair explains the “next steps.”

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Post-Visit Activities



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Post-Visit Activities

- Institution's 7-Day Response (optional)
 - Errors in fact only
- Draft Statement of Findings
 - Prepared by team, edited at two levels, then sent to the institution.

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Post-Visit Activities (Cont.)

- Institution's Due Process Response
 - Due within 30 days of receipt of draft statement.
 - Programs are encouraged to solve problems quickly.
 - Describe and document changes made since the visit.
- Final Statement ALP2
 - Incorporates Due Process Response.

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Post-Visit Activities (Cont.)

- Final Statement serves as the basis for the commission (CAC) action on accreditation at July meeting.
 - Institution may submit supplemental material up to the time of the annual CAC meeting.
- Final Statement and accreditation letter sent by ALP3 ABET to the institution.
- Only "Not to Accredited" can be appealed.

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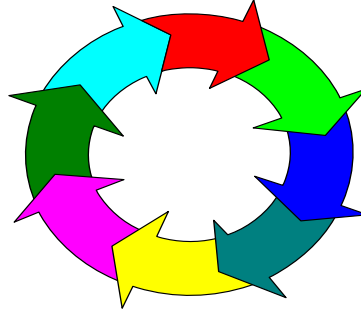
- ALP2** Do you want to say something about acceptance of materials that are submitted just prior to the meeting?
The TC has the right to refuse to include materials (e.g. a box of material arrives at your home the night before you leave for the Commission meeting)
Art Price, 5/4/2010

Slide 54

- ALP3** Do you want to say something about acceptance of materials that are submitted just prior to the meeting?
The TC has the right to refuse to include materials (e.g. a box of material arrives at your home the night before you leave for the Commission meeting)
Art Price, 5/4/2010

The Basis for Accreditation

The Criteria



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Emphasis

- Continuous improvement
 - Process focused
 - Assessments and improvements linked to objectives
- Knowledge and skills required for entry to computing profession
- Student, faculty, curriculum, facilities, and institutional support issues linked to program objectives



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CAC Criteria Structure

- 2010-2011 Criteria for Accrediting Computing Programs
 - General Criteria
 - Applies to all CAC programs
 - Program Criteria
 - CS, IS, IT
 - Similar to criteria of other ABET commissions



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CAC General Criteria

- Criterion 1. Students
- Criterion 2. Program Educational Objectives
- Criterion 3. Program Outcomes
- Criterion 4. Continuous Improvement
- Criterion 5. Curriculum



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CAC General Criteria

- Criterion 6. Faculty
- Criterion 7. Facilities
- Criterion 8. Support
- Criterion 9. Program Criteria



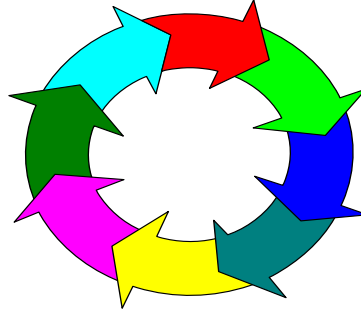
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**Questions/comments
regarding the criteria?**



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Decision Making



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Levels of Criteria Compliance

- To be accredited, a program must satisfy each criterion and all applicable policies.
 - A primary purpose of the self-study and the visit are to provide the program an opportunity to demonstrate how each criterion is satisfied.
- If a program does not satisfy a criterion or policy, it has a deficiency.

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Levels of Criteria Compliance (cont.)

- If a program lacks the strength of compliance with a criterion to assure that the quality of the program will not be compromised prior to next general review, the program has a weakness with respect to the criterion.
- Remedial action is required to strengthen compliance prior to the next evaluation.
- Weaknesses impact the term of accreditation.

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Levels of Criteria Compliance (cont.)

- If a criterion is currently satisfied but the review indicates that a **potential** exists for non-satisfaction in the future, there can be a concern with respect to the criterion.
- Concerns do not impact the length of the term of accreditation.
- Concerns are of primary interest during the next program evaluation.

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Shortcomings

- ABET uses the word “shortcomings” to refer collectively to deficiencies, weaknesses, and concerns.
- Even though concerns do not affect the term of accreditation, you should report all actions taken relative to concerns at your next evaluation.

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Evaluation Summary

- For each criterion, there is a finding:
 - Criterion is satisfied.
 - There is a shortcoming relative to the criterion:
 - There is a concern relative to the criterion.
 - There is a weakness relative to the criterion.
 - There is a deficiency relative to the criterion.
 - More than one may apply.

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Evaluation Summary (cont.)

- Compliance with each criterion is evaluated:
 - At the end of the visit.
 - Seven days after the visit.
 - Only for errors of observation, not for corrective actions
 - During each of the two editing stages.
 - For consistency of criteria application across multiple evaluations
 - After the due process response is received.
 - By team and by each editor
- The finding can change at any step.
 - Change to a more severe finding is rare.



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Accreditation Actions

		<u>Typical Duration (yrs)</u>
NGR	Next General Review	6
IR	Interim Report	2
IV	Interim Visit	2
SC	Show Cause	2
RE	Report Extended	2 or 4
VE	Visit Extended	2 or 4
SE	Show Cause Extended	1-5
NA	Not to Accredited	—



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Actions for Comprehensive Reviews

- A comprehensive or initial review results in:
 - NGR if there are no deficiencies or weaknesses.
 - IV or IR if there are weaknesses but no deficiencies.
 - IV is recommended when resolution cannot be determined by review of a written report.
 - SC or NA if there is a deficiency.
 - SC is only for currently accredited programs.

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Actions for Interim Reviews

- Interim reviews are conducted for programs holding IV, IR, or SC actions from the previous evaluation.
- An interim review results in:
 - VE, RE, or SE if there are no deficiencies or weaknesses.
 - Accreditation is extended to the next scheduled comprehensive review.
 - IV or IR if there are weaknesses but no deficiencies.
 - SC or NA if there is a deficiency.

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Observations

- A team may also offer *observations*.
- An observation has no effect on the accreditation action.
- Observations are offered in a consultative role for whatever use the institution wishes to make of them.

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Confidentiality

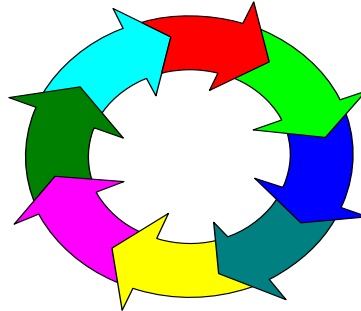
- Information supplied by the institution and derived from the visit is for confidential use by ABET and the Computing Accreditation Commission.
- ABET has specifically authorized professional societies to participate in the accreditation process.

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Additional Information



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Designation of Program Accreditation Status

- Institution must clearly designate accredited programs with specified wording in all public documents (Policy II.L.6).
- Institution must so designate non-accredited programs in same field as an accredited program if it isn't clear otherwise (II.L.7).
- See Accreditation Policies II.L.4-8.

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Notes on CAC Criteria

- Common ABET definitions and documents
- New CAC criteria in 2008-09
 - Eliminated Standards
 - General and Program Criteria
 - Consistency with other ABET commissions
 - Criteria numbers and titles same for all commissions
 - Emphasis on program educational objectives, program outcomes, assessment, and continuous improvement

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Notes on CAC Criteria

- Effective for all general evaluations in 2009-10 and 2010-2011
 - (Interim evaluations always use the criteria from the previous evaluation.)

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Future Changes

- Further harmonization of criteria among ABET commissions for 2011-12
- Harmonization of self-study and other documents.



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Questions/Comments?

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Thank you!

- Please complete the session evaluation.

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