

ABET, Inc.
Engineering Technology Accreditation Commission (etac@abet.org)

PROGRAM AUDIT FORM FOR 2019-20 VISITS

The attached Program Audit Form (PAF) summarizes the visit team's initial assessment of each program being considered for accreditation and/or extension of accreditation by ABET.

The PAF has two parts. The first part summarizes the team's identification of shortcomings with respect to criteria and policies. Shortcomings are shown as a Deficiency (D), Weakness (W), or Concern (C). The second part of the PAF includes a detailed description of any identified shortcomings. The PAF also includes any Strengths and Observations noted by the visit team. Definitions are given below.

A copy of all pages of this form should be left with the institution at the exit meeting.

- **Concern:** A concern indicates that a program currently satisfies a criterion, policy, or procedure; however, the potential exists for the situation to change such that the criterion, policy, or procedure may not be satisfied.
- **Weakness:** A weakness indicates that a program lacks the strength of compliance with a criterion, policy, or procedure to ensure that the quality of the program will not be compromised. Therefore, remedial action is required to strengthen compliance with the criterion, policy, or procedure prior to the next evaluation.
- **Deficiency:** A deficiency indicates that a criterion, policy, or procedure is not satisfied. Therefore, the program is not in compliance with the criterion, policy, or procedure.
- **Strength:** An exceptionally strong, effective practice or condition that stands above the norm, and has a positive effect on program. A true strength, if adopted, would positively affect programs at other institutions.
- **Observation:** An Observation is a comment or suggestion that does not relate directly to the current accreditation action but is offered to assist the institution in its continuing efforts to improve its programs.

The due-process period begins with the departure of the visit team. Due process is a critical part of the accreditation effort and consists of the following steps:

- **Seven-day Response:** Each program has seven days to respond in case of errors of fact. Only factual errors will be considered in this portion of the review process. Please upload this response online in the ABET AMS. Additional material (beyond errors of fact) included with the seven-day response will be considered with the due-process response. If no errors are noted and no seven-day response is required; please use the AMS to indicate you will NOT be submitting a response.
- **Draft Statement:** The Team Chair, working in collaboration with the visit team members, incorporates your seven-day response (if any) into a Draft Statement that is edited and reviewed by two editors, each of whom is a member of commission's executive committee. Following a final review step by ABET Headquarters, the Draft Statement and an email of transmittal are sent to your institution.
- **30-Day Due Process Response:** You have 30 days after the receipt of the Draft Statement to respond to the team's findings. The response normally will include documentation of actions taken to correct shortcomings identified in the Draft Statement. The response must be uploaded online in the AMS. You are not required to submit a due-process response. Please inform ABET via the AMS if you will NOT be submitting a response.
- **Post-30-Day Due Process Response:** When information is not available during the due-process response period, supplementary information may be submitted later. Complete information about the procedures for such submissions is provided with the Draft Statement.
- **Final Statement:** The Team Chair consults with Program Evaluators as necessary and incorporates the due-process response into the Final Statement. The statement is again reviewed by two editors and sent to ABET Headquarters for final processing.
- **Final action:** At its annual meeting in July, the full commission reviews all Final Statements and recommended accreditation actions. Following discussion, a vote of the Commissioners is taken for each program at each institution to decide the final accreditation action for the programs.
- **Notification of final action:** In August, ABET sends the Final Statement and transmittal letter informing you of the official accreditation actions for your programs.

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Engineering Technology Accreditation Commission
Program Audit Form

Institution	State University	Visit Dates	October 6–8, 2019
Program Name	Civil Engineering Technology	Name of the Program Criteria Used in Evaluation	Civil Engineering Technology, 2019-2020
Team Chair	Susan Smith	Program Evaluator(s)	John Doe
Type of Review	<input checked="" type="checkbox"/> General Review <input type="checkbox"/> Interim Review and Accreditation Criteria used (e.g., 2017-18)		

PROGRAM AUDIT SUMMARY

Use “C” for concern, “W” for weakness, and “D” for deficiency in the appropriate line. ¹	Shortcomings from Previous Review	Exit Meeting	Seven Day Response	Draft Statement			Final Statement		
				Team Chair	Editor 1	Editor 2	Team Chair	Editor 1	Editor 2
If the program has no deficiencies or weaknesses, check this line.									
1. STUDENTS		C							
2. PROGRAM EDUCATIONAL OBJECTIVES									
3. STUDENT OUTCOMES									
4. CONTINUOUS IMPROVEMENT									
5. CURRICULUM									
6. FACULTY									
7. FACILITIES									
8. INSTITUTIONAL SUPPORT									
PROGRAM CRITERIA									
ACCREDITATION POLICIES AND PROCEDURES									

¹Definition of terms:

- Concern: A concern indicates that a program currently satisfies a criterion, policy, or procedure; however, the potential exists for the situation to change such that the criterion, policy, or procedure may not be satisfied.
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- Deficiency: A deficiency indicates that a criterion, policy, or procedure is not satisfied. Therefore, the program is not in compliance with the criterion, policy, or procedure.

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DETAILED EXPLANATION OF SHORTCOMINGS
(PROVIDE A COPY TO INSTITUTION AT EXIT MEETING)

STRENGTHS
1. STUDENTS
<p>2. PROGRAM EDUCATIONAL OBJECTIVES</p> <p>Concern: Criterion 2, Program Educational Objectives, states that “there must be a documented, systematically utilized, and effective process, involving program constituencies, for the periodic review of these program educational objectives.” The program has modified the PEOs to be consistent with ABET’s definition, but the Industry Advisory Board has not yet been involved in the process. While the program currently satisfies this criterion, there is a potential that future compliance with this criterion could be jeopardized.</p>
3. STUDENT OUTCOMES
4. CONTINUOUS IMPROVEMENT
5. CURRICULUM

6. FACULTY

7. FACILITIES

8. INSTITUTIONAL SUPPORT

PROGRAM CRITERIA

POLICIES AND PROCEDURES

OBSERVATIONS