

ETAC Program Evaluator Instructions

Architectural, Civil, and Construction Engineering Technology Programs

PEV Assignment Timeline and Checklist

The following is a summary timeline of the required activities for program evaluators in Architectural, Civil, and Construction engineering technology programs.

Date	Activity	Date Completed
February	Update date and country visit availability in your profile on ABET's website for the upcoming accreditation cycle. (main.abet.org/ABETLogin/Login.aspx?ReturnUrl=MyABET)	<input type="checkbox"/>
	Agree to ABET code of conduct (this is required every year)	<input type="checkbox"/>
	Complete annual ABET training requirements. (abet.org/network-of-experts/for-current-abet-experts/training/)	<input type="checkbox"/>
March/April	Update visit date availability on ABET's website if necessary	<input type="checkbox"/>
May/June	Confirm with Team Chair as soon as possible your availability for your assigned accreditation visit	<input type="checkbox"/>
	Based on your Team Chair's guidance, make all necessary travel arrangements. Make sure to review the travel policy and procedures manual. (http://www.abet.org/travel-reimbursement/)	<input type="checkbox"/>
	Download current ETAC PEV Workbook from the ABET website. (abet.org/accreditation/accreditation-criteria/)	<input type="checkbox"/>
	Download discipline-specific reference materials from the ASCE website. (http://www.asce.org/university_curriculum_development/)	<input type="checkbox"/>
Pre-Visit	Perform a thorough review of the self-study and transcripts provided by the institution.	<input type="checkbox"/>
	Complete the applicable sections of the T301 and T351 forms.	<input type="checkbox"/>
	Communicate with the Department Chair through the Team Chair on issues and requests for additional materials, as required.	<input type="checkbox"/>
Visit	Continuously update your T301 and T351 forms.	<input type="checkbox"/>
Post Visit	Submit a copy of your T301 and T351 forms to your Team Chair	<input type="checkbox"/>
	Within 3 weeks, submit a copy of your T301 and T351 forms and the Evaluator Assessment of Observer Form (if applicable) to ASCE	<input type="checkbox"/>
	Complete the online ABET performance appraisals.	<input type="checkbox"/>

Preparing for Accreditation Cycle

- (1) In February, you will receive a reminder from ABET to update your visit date availability for the upcoming accreditation cycle. In addition, you should review and update the list of countries you are willing to visit.
(main.abet.org/ABETLogin/Login.aspx?ReturnUrl=MyABET)
- (2) In addition, you should agree to the ABET code of conduct. In order to be eligible for visits you MUST complete these activities in a timely manner. Failure to complete these activities will result in ABET blocking your name from the list of available PEVs.
(main.abet.org/ABETLogin/Login.aspx?ReturnUrl=MyABET)
- (3) While you are on ABET’s website, this is the perfect time to complete your annual ABET training. This training is required every year prior to a visit. On occasion, this training is not available until August. ABET will notify you when it is available
(abet.org/network-of-experts/for-current-abet-experts/training/)

Before Your Visit

- (4) Make all necessary travel arrangements, based on your Team Chair’s guidance and the ABET Travel Policy and Procedures Manual (go to the “Information for Program Evaluators” page on the ABET website (<http://www.abet.org/travel-reimbursement/>))
- (5) Obtain forms and references from the ABET website. Download and open the file ETAC Program Evaluator Workbook, 2 MB (ZIP) and extract all of the zipped files. It is suggested that you rename the folder with the name of the institution you are visiting. This folder contains all of the forms, reference materials, and training materials that you will need for your visit.
(abet.org/accreditation/accreditation-criteria/)
- (6) Obtain discipline-specific reference materials from the ASCE website. Download the appropriate commentary for the program you are scheduled to evaluation. These commentaries are not part of the Program Criteria and therefore should not be referenced in any part of the Program Evaluator’s Report. Also, as pointed out in the Draft Commentary, Bloom’s taxonomy is only used as a reference in selecting the verbs used to describe intended levels of achievement and should not be referenced in any part of the Program Evaluator’s Report. Note that the Program Criteria are not evaluated as outcomes required for assessment unless the program has chosen to expand the student outcomes in criterion 3 to include them.
(http://www.asce.org/university_curriculum_development/)
- (7) Review all of the references you downloaded with particular emphasis on the ABET Engineering Technology Criteria and the appropriate **ASCE Commentary**.
- (8) Conduct a detailed review of the institution’s self-study materials and student transcripts. If the institution has not provided clear guidance in interpreting how a student’s transcript shows that the program (and ABET) requirements have been met, ask the institution, through the Team Chair, to provide an explanation. This should be done well in advance of the actual visit.
- (9) Work with your Team Chair to raise issues, request clarification, and obtain additional materials, as required from the evaluated department chair. This items should be requested at least four weeks before the visit.

Pre-Visit Documentation

(10) Based on detailed review of the materials provided by the institution, perform a preliminary evaluation of the program, and complete the **Program Evaluator Report**. The complete Program Evaluator Report includes two documents: T351-PEV Report Form and T301-Program Audit Form

The T351-PEV Report Form includes the following:

- ❖ Basic Information Sheet
- ❖ Detailed comments documenting the observations and assessment of the PEV for each criterion and the accreditation policy and procedure manual.
- ❖ A List of Corrective Action on Previous ETAC Findings
- ❖ Program Review Worksheets which are a daily summary of the PEV's assessment of the institution's compliance with each criterion and the accreditation policy and procedure manual.
- ❖ Program Summary

ASCE requires that you provide a comment on every line of the Program Evaluator Report Form. While ABET only expects narrative comments for concerns, weaknesses and deficiencies ***ASCE requires, that you provide a comment on every line of this form*** since ASCE uses the Program Evaluator Worksheet as an integral part of ASCE's process for training and assessing Program Evaluators. Worksheet entries need not be lengthy. One or two sentences are generally adequate for each item. However, your comments must provide enough detail for the reader to understand the basis for your evaluation of each criterion. Cite specific facts. Avoid generalizations and unsubstantiated opinions, such as, "In the opinion of the evaluator, requirements of the criteria are met."

For Criterion 9: Program Criteria, list each item identified in the criteria separately. For Civil Engineering programs, supplement the simple list with the following kinds of information: specification of the additional area of basic science, the names of the four technical areas, and whether items 4 and 5 were achieved in a stand-alone course or in the context of other courses. For Architectural Engineering Programs, please supplement the list with an indication of the synthesis, application and two comprehension curriculum areas.

If the self-study does not provide adequate evidence to evaluate compliance with a particular criterion, we suggest that you temporarily annotate the corresponding line of the worksheet as an area of further investigation (e.g., "To be determined during the visit"). Used in this manner, the Program Evaluator Worksheet can serve as a valuable tool for guiding your evaluation visit.

It is also recommended that you identify your comments as Pre-Visit, Day 0, and/or Day 1. This provides a narrative of how you ultimately came to your final conclusion at the exit statement.

If your visit is the result of a previous IV or SC action, then you will only be reviewing previously identified shortcomings. In this case, for each item in the Program Evaluator Worksheet that is not subject to review, provide the following comment: "Not under review – Interim (or SC) Visit".

The T301-Program Audit Form includes the following:

- ❖ Program Audit Summary
- ❖ Detailed explanation of shortcomings

This form will be completed at the end of the visit; however it is considered good practice to draft potential exit statements prior to the visit based on your initial review. Doing so can save some time during the visit.

When completing the detailed explanation of shortcomings to be read at the exit meeting please follow ETAC of ABET's guidance for writing shortcoming statements.

"For each shortcoming, the detailed information should:

- a) Cite the applicable part of the criterion*
- b) Describe the observed facts that are inconsistent or potentially inconsistent with the stated criterion*
- c) Describe the negative impact on the program of the inconsistencies or potential inconsistencies*
- d) Describe the evidence needed to resolve the finding."*

- (11) If there is an ASCE Observer assigned to your evaluation team, download the Evaluator and Observer Checklist and the Evaluator Assessment of Observer Form from the ASCE website. Use the checklist as a guide for interaction with your Observer. Remember as the PEV assigned to the visit you are the Observer's mentor.
http://www.asce.org/university_curriculum_development/

Documentation During Your Visit

- (12) Continuously update the **T351-PEV Report Form**, based on your observations during the visit. Continue to add your observations in the comments section and update the summary daily. After conversations with the team and team chair to ensure consistency, complete the Program Summary section of the form.
- (13) Complete the **T301-Program Audit Form**. This includes the Program Audit Summary and the Detailed Explanation of Shortcomings. A copy of the Detailed Explanation of Shortcomings will be left with the institution at the exit meeting.
- (14) Submit your completed Program Evaluator Report to the Team Chair. Most Team Chairs will request the completed Program Evaluator Report in electronic format prior to the Exit Interview. A complete Program Evaluator Report includes T301-Program Audit Form and T351-PEV Report Form.

After Your Visit

- (15) Continue to be responsive to your Team Chair through the Post-Visit phase of the evaluation.
- (16) If there was an ASCE Observer assigned to your evaluation team, complete the Evaluator Assessment of Observer Form.
- (17) Complete the online ABET Performance Appraisal of your Team Members and your Team Chair at the ABET website. You will be required to login to complete the performance appraisals.
- (18) Within **3 weeks** of your visit, send an electronic copy of your completed Program Evaluator Report, which includes the T301-Program Audit Form and T351-PEV Report Form and if applicable the Evaluator Assessment of Observer Form. Submit these documents in separate MS Word files or PDF files. Be sure to indicated the recommended accreditation action. These reports will be used as the basis for an assessment of your performance as a Program Evaluator. The assessment will be performed by the ASCE Committee Accreditation Operations (COAO) using the Confidential Review Sheet posted at:
http://www.asce.org/university_curriculum_development/.

All documents should be emailed to:

Mr. Dion K. Coward, A.M.ASCE
Manager, Educational Activities
dcoward@asce.org
703-295-6267 - Direct

- (19) Continue to protect the confidentiality of all information received from the institution and all accreditation actions.
- (20) You will receive performance feedback from the COAO based on the documents you submitted during the summer following your visit.

If you have any questions about your responsibilities as a Program Evaluator, please contact:

Robert O'Neill, Ph.D., P.E., F.ASCE
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