

# **Example Basic Information, Curriculum Analysis and Transcript Analysis of the ABET EAC E74 Program Evaluator Report Form for Architectural Engineering Programs**

## **Prepared by the ASCE Committee on Accreditation Operations**

During reviews of Program Evaluator (PEV) forms submitted as a part of the annual evaluation of PEVs, the Committee on Accreditation Operations (COAO) has noticed a wide variety of form completing practices. In some cases, important information has been omitted from the report forms. In other cases, the PEV has spent considerable time and effort tabulating information that is beyond what is needed.

COAO concluded that a series of examples would be helpful to PEVs, and completed E74 forms including the portions for the Basic Information Sheet, Curriculum Analysis, and Transcript Analysis are attached along with notes to guide the PEV.

Please be aware that various items and issues need to be discussed as needed in other forms. For example, any item constituting a shortcoming should be discussed in the E62 Program Evaluator Worksheet, in the E74 Exit Statement, and repeated in the E61B Program Audit Form.

The attached Example is not intended to prohibit a PEV from providing extra information, but it is hoped that it will help assure that essential information is provided in a reasonably common format. It is also hoped that the guidance will reduce the time necessary for this portion of PEV's review task.

ABET, Inc.  
Engineering Accreditation Commission

**PROGRAM EVALUATOR REPORT FOR 2011-2012 VISITS**  
**BASIC INFORMATION SHEET**

Evaluation of Program in Architectural Engineering  
Title of Program

At Example State University  
Official Name of Institution

Dates of Visit: October 1 – 3, 20XX

Evaluated by: Phillip E. Vision  
Name

1245 Maple Street, Sometown, ST xxxxx-xxxx  
Address

xxx-xxx-xxxx      yyy-yyy-yyyy      zzz-zzz-zzzz  
Office Phone      Home Phone      Fax

PEVision@email.org  
e-mail

Society Represented by Program Evaluator: American Society of Civil Engineers  
Society

Evaluation conducted in accordance with EAC General Criteria and the following applicable Program Criteria:

Architectural Engineering  
Program Criteria

LIST OF PERSONS INTERVIEWED

NAME	POSITION
Dr. Clarence Head	Professor & Head, Architectural Engineering Dept.
Drs. Martin Dillon and Tom Black	Professor of ArchE
Drs. Li Chou and Warren Tucker	Associate Professor of ArchE
Dr. George Johnson	Associate Professor of ArchE and ABET Coordinator
Drs. Juan Diaz and Paul Kim	Assistant Professor
Drs. Mary Brown and Howard Owen	Assistant Professor
Mr. James Smith and Ms. Zhn Tran	Chair and Member, Advisory Board
Ms Carla Sims and Mr. Harvey Brill	ASCE Student Chapter Pres., ASHRAE Student Chapter V.P.
Drs. Brenda Plus and David Minus	Assoc. Head & Assoc.Prof.; Prof.- Math & Statistics
21 Students in ARCE 450	Seniors in Architectural Engineering

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**CURRICULUM ANALYSIS**

Institution Example State University Program Architectural Engineering

PLEASE COMPLETE TWO DRAFT COPIES OF THIS WORKSHEET PRIOR TO YOUR ARRIVAL AT THE INSTITUTION AND PROVIDE ONE COPY OF THE CURRICULUM ANALYSIS TO YOUR TEAM CHAIR AT THE START OF THE VISIT. INCLUDE A COPY IN YOUR REPORT, REVISED AS NECESSARY TO REFLECT YOUR ANALYSIS OF ACTUAL COURSE CONTENT DURING THE VISIT.

Curricular Category	Number of Credits*		
	Criteria Requirement	Table 5-1 of Self-Study	Visitor's Evaluation
College-level Mathematics and Basic Sciences	32	32	32
Engineering Topics	48	57	54
General Education		21	21
<b>Please List Below Any Applicable Program Criteria Requirements:</b>			
Math through differential equations		Yes	Yes
Chemistry, calculus based physics		Yes	Yes
Synthesis (design) level in one area		Yes	Yes
Application level in 2 <sup>nd</sup> area		Yes	Yes
Comprehension level in two other areas		Yes	Yes
Engineering topics support req'd levels		Yes	Yes
Basic concepts of architectural design and history		Yes	Yes
Design level in required context		Yes	Yes

\* One year is the lesser of 32 semester hours (or equivalent) or one-fourth of the total credits required for graduation.

<b>Are curricular requirements met in each of the following areas?</b>	<b>YES</b>	<b>NO</b>
Major design experience based on knowledge and skills acquired in earlier course work.	X	
Major design experience incorporates appropriate engineering standards and multiple realistic constraints.	X	
Other requirements contained in applicable program criteria	X	

If "no" is checked in any of the above categories, please describe the specific weakness or deficiency on the Explanation of Shortcomings Form.

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**TRANSCRIPT ANALYSIS**

Institution Example State University Program Architectural Engineering

PLEASE COMPLETE TWO DRAFT COPIES OF THIS WORKSHEET PRIOR TO YOUR ARRIVAL AT THE INSTITUTION AND PROVIDE ONE COPY TO YOUR TEAM CHAIR AT THE START OF THE VISIT. PLEASE INCLUDE A COPY IN YOUR REPORT, REVISED IF NECESSARY TO REFLECT YOUR ANALYSIS OF ACTUAL COURSE CONTENT.

ABET Curricular Category	Number of Credits*										
	ABET Criteria Requirement	Credits Actually Earned by Student Number									
		1	2	3	4	5	6	7	8	9	10
College-level Mathematics and Basic Sciences	32	32	35	32	32	32	35				
Engineering Topics	48	57	57	57	57	60	57				
General Education		21	21	21	21	21	21				
Please List Below Any Applicable Program Criteria Requirements:											
Math through differential equations	Yes	Yes	Yes	Yes	Yes	Yes	Yes				
Chemistry, calculus based physics	Yes	Yes	Yes	Yes	Yes	Yes	Yes				
Synthesis (design) level in one area	Yes	Yes	Yes	Yes	Yes	Yes	Yes				
Application level in 2 <sup>nd</sup> area	Yes	Yes	Yes	Yes	Yes	Yes	Yes				
Comprehension level in two other areas	Yes	Yes	Yes	Yes	Yes	Yes	Yes				
Engineering topics support req'd levels	Yes	Yes	Yes	Yes	Yes	Yes	Yes				
Basic concepts of architectural design and history	Yes	Yes	Yes	Yes	Yes	Yes	Yes				
Design level in required context	Yes	Yes	Yes	Yes	Yes	Yes	Yes				

\* Computed as in curriculum analysis table.

- Notes for PEV from CC&A:
- List Program Criteria requirements. Add lines to tables as necessary. Indicate with a "yes" or "no" whether the requirement is met (do not use an "X" which could mean either.). For program criteria requirement, it is not necessary to list hours involved.
  - Transcript Analysis hour distribution is based on comparison to the Self-Study Table 5-1, not the PEV's evaluation of the curriculum. Objective is to evaluate whether the program is guiding and requiring students to meet the program's stated requirements. PEVs sometimes add helpful notes. In this case, two students were on an earlier curriculum version before the "additional basic science" was required by the program criteria.