Guidance on Materials

<u>From the 2021-2022 APPM:</u>

I.E.5.b.(2) Materials – Evaluators will review materials that are sufficient to demonstrate that the program is in compliance with the applicable criteria and policies. Much of this information should be incorporated into the Self-Study Report (see I.D.1.f); additional evidence of program compliance may be made available to evaluators prior to and during the visit, using an on-line storage location. The program should make the following on-site materials available to the team during the visit, without duplicating materials provided in the Self-Study Report.

- *Materials addressing issues arising from the team's review of the Self-Study Report or on-line instructional materials*
- *Documentation of actions taken by the program after submission of Self-Study Report as being available for review during the visit*
- *Materials necessary for the program to demonstrate compliance with the criteria and policies*
- *Representative examples of graded student work including, when applicable, major design or capstone projects*

<u>Definition from the ABET Glossary</u>

Materials necessary for the program to demonstrate compliance with the criteria and policies. These could include but are not limited to representative examples of graded student work including, when applicable, major design or capstone projects.

<u>Guidance: What a team might request from a program/What a program should prepare for review</u>

<u>Introduction:</u>

It is the program's responsibility to demonstrate compliance with all applicable criteria. These are materials that the team may request to demonstrate compliance, if not previously provided as part of the Self-Study.

Criterion	Materials
1: Students	- Any additional transcripts requested by the team along with backup cover memos, graduation check sheets, degree audit reports. - Also upon request, backup documentation for course substitutions may be needed.
2: Program Educational Objectives	- Copies of instruments used to involve constituencies in the PEO review process. - Data from instruments and analysis. - Minutes of meetings or other evidence where PEO's are reviewed, approved, etc.

3: Student Outcomes	None (it should all be in the Self-Study Report)
4: Continuous Improvement	• Representative examples of graded student work including, when applicable, major design, capstone, or comprehensive projects that are used to gather assessment data for specific Student Outcomes. • Assessment and evaluation instruments, data, analysis. • Evidence of consideration of assessment and evaluation for Continuous Improvement actions. • Documentation of faculty consideration (meetings, email exchanges, etc.) of program improvements based on assessment and evaluation of student outcomes. • Program improvement actions from sources other than assessment and evaluation.
5: Curriculum	• Materials to provide evidence, such as a sampling of student work, that demonstrates the breadth and depth of topic coverage and verifies the coverage of curricular elements specifically listed in Criterion 5 of the General Criteria and in any applicable Program Criteria. • Representative examples of major design/capstone project/comprehensive project reports, as applicable.
6: Faculty	• Only if there are changes to the faculty after the Self-Study Report was submitted
7: Facilities	• As applicable, SDS sheets, lab safety procedures and instructions, and inspection reports.
8: Institutional Support	• Only if there are changes in Institutional Support that occurred after the Self-Study Report was submitted
Program Criteria	• Materials for evidence of inclusion of curricular topics cited by the applicable program criteria.

- Materials addressing issues arising from the team's review of the Self-Study Report or on-line instructional materials
- Documentation of actions taken by the program after submission of the Self-Study Report
- Documentation referenced in the Self-Study Report as being available to the team for review during the visit

Notes:

- ABET does not prescribe nor provide recommendations for the platform that a program should use to create its electronic materials repository. Whatever platform is used should provide for team access using commonly available information technology.
- Programs are advised to contact the team chair early to share the access process and organization of the electronic repository. It is generally recommended that materials be organized in a manner that facilitates demonstrating to the PEV compliance with the requirements of each criteria. Regular communication and coordination with the team chair will ease the access and review process for all involved.