

EAC and ETAC Program Evaluator Instructions

Architectural, Civil, and Construction Engineering and Engineering Technology Programs

Prepared by the ASCE Committee on Accreditation Operations

PEV Assignment Timeline and Checklist

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

Date	Activity	Date Completed
February	Update date and country visit availability in your profile on ABET's Accreditation Management System (AMS) for the upcoming Fall accreditation cycle. (https://amsapp.abet.org/#/)	<input type="checkbox"/>
	Agree to ABET code of conduct in your volunteer Profile (this is required every year).	<input type="checkbox"/>
	Complete annual ABET training requirements within the D2L link on ABET's Accreditation Management System (AMS).	<input type="checkbox"/>
March/April	Update visit date availability on ABET's AMS, if necessary.	<input type="checkbox"/>
May/Aug	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. Review the travel policy and procedures manual. (http://www.abet.org/travel-reimbursement/)	<input type="checkbox"/>
	Download current EAC or ETAC Workbook from the ABET website, as necessary, for your assigned visit(s). (https://www.abet.org/pev-workbooks/)	<input type="checkbox"/>
	Download discipline-specific reference materials from the ASCE website. asce.org/career-growth/educators/accreditation-and-abet	<input type="checkbox"/>
	Review ASCE PEV training slides and example PEV Reports asce.org/career-growth/educators/accreditation-and-abet	<input type="checkbox"/>
Pre-Visit July/Sept	Perform a thorough review of the self-study, design projects, and transcripts provided by the institution.	<input type="checkbox"/>
	Communicate with the Department Chair through the Team Chair on issues and requests for additional materials, as required.	<input type="checkbox"/>
	Complete the applicable sections of the report form. Send pre-visit copy to team chair one week before visit. <ul style="list-style-type: none"> • EAC: Use form E331 • ETAC: Use form T351 and form T353 	<input type="checkbox"/>
Visit	Continuously update your E331 form (EAC PEVs) or T351 and T353 (ETAC PEVs). Complete the online Program Audit and Exit Statement on ABET's Accreditation Management System (AMS).	<input type="checkbox"/>
Post Visit	Submit a copy of your materials to your team Chair: <ul style="list-style-type: none"> • EAC: Form E331, online Program Audit form and Exit Statement • ETAC: Form T351 (Engineering Technology Program Evaluation Report, and the T353 *ETAC Program Self-Evaluation Checklist) online Program Audit form and Exit Statement 	<input type="checkbox"/>

	Complete the online ABET performance appraisals.	<input type="checkbox"/>
	<p>Within 3 weeks, submit a copy of your materials as one PDF file with file name structure of (LastName, FirstName – University Visited) at bit.ly/acesubmitpevreport.</p> <ul style="list-style-type: none"> • EAC: Form E331, Program Audit form, and Exit Statement • ETAC: Form T351, Program Audit form, and Exit Statement <p>Failure to do so may disqualify you from participating in future visits. Submit your travel reimbursement</p>	<input type="checkbox"/>

Preparing for Accreditation Cycle

- (1) In February, you will receive a reminder from ABET to update your Volunteer Profile with visit date availability for the upcoming accreditation cycle. In addition, you should review and update the list of countries you are willing to visit. The Volunteer Profile can be found on ABET’s Accreditation Management System (AMS).
- (2) In addition, you should agree to the ABET code of conduct within the ABET Accreditation Management System (AMS). 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.
- (3) While you are in ABET’s AMS, 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 on the D2L link on ABET’s Accreditation Management System (AMS).

Before Your Visit

- (4) Make all necessary travel arrangements, based on your Team Chair’s guidance and the ABET Travel Policy and Procedures Manual (log into the MyABET profile page on the ABET website to access these documents).
- (5) Obtain forms and references found in the PEV Workbooks (log into the MyABET profile page on the ABET website to access these documents). Download and open the file EAC or ETAC Program Evaluator Workbook 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.
- (6) Obtain discipline-specific reference materials from the ASCE website. Download the appropriate commentary for the program you are scheduled to evaluate. 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 Commentaries, Bloom’s taxonomy is only used as a reference in selecting the nouns used to describe intended levels of curricular coverage 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. asce.org/career-growth/educators/accreditation-and-abet

- (7) Review all of the references you downloaded with particular emphasis on the ABET Engineering Criteria or ABET Engineering Technology Criteria and the appropriate **ASCE Commentary** located at [asce.org/career-growth/educators/accreditation-and-abet](https://www.asce.org/career-growth/educators/accreditation-and-abet).
- (8) Conduct a detailed review of the institution's self-study materials, student transcripts, and culminating design projects. Also review institutional and departmental websites/catalogs for required language for SOs, PEOs and accreditation language. If the institution has not provided clear guidance in interpreting how a student's transcript shows that the program (and ABET) criteria have been met, ask the institution 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 materials, as required from the evaluated department chair. These 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 **pre-visit portions** of the **E331 (for EAC PEVs) or T351 (for ETAC PEVs)**.

At this point the completed Program Evaluation Report by a PEV consists of the following:

- ❖ EAC: The E331 PEV Review Worksheet, which includes:
 - Review Information
 - Curriculum Analysis for BS
 - Transcript Analysis
 - Shortcoming Tracking
 - Transcript Analysis for MS (If applicable)
 - Proposed Exit Statement
- ❖ ETAC: The T351 PEV Review Worksheet, which includes:
 - General Program Information
 - Performance Tracking for General Criteria, Program Criteria, and APPM
 - Transcript Analysis (included under Criterion 1)
 - Corrective actions since previous visit
 - Associate or Baccalaureate Degree Program Review, as applicable, to track the daily status of the PEV's assessment of the institution's compliance with each criterion and the accreditation policy and procedure manual.
 - Degree Program Review (If applicable)
 - PEV Program Summary
- ❖ ETAC: The T351 ETAC Program Self-Evaluation Checklist Worksheet

When completing the Curriculum Analysis and the Transcript Analysis forms please list the specific program criteria. Abbreviate as needed.

Use the three part ABET construct when describing shortcomings.

- EAC PEVs: Sample shortcoming language is provided in the E331 form to assist in formulating a proposed exit statement.

ASCE requires that you provide a comment on every line of the Program Evaluator Review Worksheet. 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 Review 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.” Review the examples at [asce.org/career-growth/educators/accreditation-and-abet](https://www.asce.org/career-growth/educators/accreditation-and-abet) for additional guidance.

For the Civil, Architectural, and Construction Engineering or Engineering Technology Program Criteria, list each item identified in the criteria separately. Complete your form E331 (EAC PEVs) or T351 and T353 (ETAC PEVs) in accordance with the examples found at [asce.org/career-growth/educators/accreditation-and-abet](https://www.asce.org/career-growth/educators/accreditation-and-abet).

If the self-study does not provide adequate evidence to evaluate compliance with a particular criterion, annotate the corresponding line of the worksheet as an area for further investigation (e.g., “To be determined during the visit”). Used in this manner the Program Evaluator Worksheet is 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”.

Documentation During Your Visit

(11) Continuously update the **PEV Review Worksheet**, based on your observations during the visit.

- EAC PEVs: Continue to add your observations in the comments section of the shortcoming tracking sheet of the E331 and update the summary daily. In addition, complete the interview list with the name and position of the persons interviewed and provide any updates to the curriculum and transcript analysis based on observations during the visit.

Update the E331-PEV Review Workbook:

- ❖ Review Information
- ❖ Curriculum Analysis for BS
- ❖ Transcript Analysis
- ❖ Interview List
- ❖ Shortcoming Tracking - Including the following:
 - Daily summary of the PEV’s assessment of the institution’s compliance with each criterion and the accreditation policy and procedure manual.
 - Detailed comments documenting the observations and assessment of the PEV for each criterion and the accreditation policy and procedure manual.

- ❖ Sample Statement Language
- ❖ Transcript Analysis for MS
- ETAC PEVs: Continuously update the T351-PEV Report Form and the T353 ETAC Program Self-Evaluation Checklist, 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

Complete the online AMS Program Audit Form, which includes the following:

- ❖ Program Audit Summary
- ❖ Program introduction
- ❖ Strengths (if any)
- ❖ Detailed explanation of shortcomings
- ❖ Observations (these are discouraged)

A copy of these will be left with the institution at the exit meeting.

When completing the Program Audit Form please follow ABET’s guidance for writing shortcoming statements. *“Each shortcoming listed in the exit statement must have the three components listed below. In cases where multiple factors apply to a single criterion, each factor contributing to the shortcoming must have the three components.*

1. Criterion citation. *The applicable part of the criterion must be stated. It is preferable to do this verbatim, although only the relevant requirements should be excerpted. What is stated for this component forms the basis for comparison with the observed facts that make the reason for the shortcoming clear.*

2. Observation. *This describes the observed facts inconsistent with the stated criterion requirements, in the case of a deficiency or weakness, and the observation representing the potential for future non-compliance, in the case of a concern.*

3. The negative effect on the program. *This is a statement of the effect on the program of a deficiency, the lack of strength of compliance for a weakness, or the potential future non-compliance for a concern.”*

(12) Submit your completed Program Audit Form in the AMS only when told to do so by Team Chair. Team Chairs will request and electronic copy of the completed E331 (EAC PEVs) or T351 and T353 (ETAC PEVs) prior to the Exit Interview. A complete Program Evaluator Report includes the AMS Program Audit Form and E331 or T351PEV Review Worksheet.

After Your Visit

(13) Continue to be responsive to your Team Chair through the Post-Visit phase of the evaluation.

(14) 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.

(15) Within **3 weeks** of your visit, send an electronic copy of your completed Program Evaluator Report, which includes the AMS Program Audit Form**, and E331-PEV Review Workbook*** (EAC PEVs) or T351 and T353 PEV Report documents (ETAC PEVs). Submit these documents as **one PDF file** with the following file naming structure (**LastName, FirstName – University**) using the link available at asce.org/career-growth/educators/accreditation-and-abet or directly using bit.ly/ascesubmitpevreport

(16) . Failure to submit your report may disqualify you from participating in future visits. Be sure to indicate the recommended accreditation action. To convert files to pdf, you can use <https://smallpdf.com/merge-pdf>.

Your report 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: asce.org/career-growth/educators/accreditation-and-abet.

For support on your submission contact:

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

- (17) Continue to protect the confidentiality of all information received from the institution and all accreditation actions.
- (18) During the summer following your visit, you will receive performance feedback from the COAO based on the documents you submitted.
- (19) Destroy all documents, both hard copy and electronic, related to your visit when notified by ABET that the institution has received the final accreditation action.

If you have any questions about your responsibilities as a Program Evaluator, please contact:
Chair, Committee on Accreditation Operations (COAO) coao@asce.org

** In order to include the recommended accreditation action in the PAF to be submitted you must copy the entire PAF from the view audit screen of the AMS and paste it into a Word document. Save the Word Document using the “save as adobe pdf” command under the file tab. Simply downloading the audit screen as a .pdf file will not include the accreditation action.

*** To save the E331 Excel Workbook select “save as Adobe pdf” under the file tab. When the acrobat pdf Maker screen comes up, select entire workbook, or alternatively, select the sheets you want included (Review Info, Curriculum Analysis BS, Transcript Analysis BS or MS, Interview List, BS or MS Shortcoming Tracking).