

September 17, 2016: Accreditation Board Workshop

Notes of plenary session

What Does The Visiting Team Have To See?

Documentation

Before visit	<ul style="list-style-type: none">• Questionnaire• Team chair can send team an orientation memo• Issues tracking form• Instead of a room full of documents, consider digital information if it is searchable
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Even better if...	<ul style="list-style-type: none">• Access the HEI's Learning Management System (LMS) prior to visit<ul style="list-style-type: none">• What about concerns regarding security?<ul style="list-style-type: none">• Consider signing in as guest• Time limited access
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- Exams and broader course information
- Consider two part Questionnaire:
 - Part I – Institution information
 - Part II – Program specific
- Review Program Visitor guide (too long?)
- 12 lines may not be sufficient, especially for ES and ED
- Consider Interpretive Statement on design (design often misunderstood)
- Visitors to speak to faculty before doing AU re-allocations

Visit Schedules (Whom?)

- Eliminate (long) formal meals (consider working lunches)
- Speak to people who are the subject matter experts
- Build some flexibility in schedule
- Consider virtual tours of facilities (pre-visit)
- Meetings with students not just student society reps

Host Institutional Challenges

- Macros in spreadsheets can cause programs
- New reporting methodology on GA's is additional guidance for programs
- A sample completed questionnaire may be a useful tool
- Consider process where raw data comes from HEIs, internal system at Eng. Cda completes the accreditation forms
- Need to see accreditation as a continual improvement process
- Need to encourage participation in Graduate Attributes by the faculty members
- Visitor training remains a problem
- Workshop for HEIs (especially those about to receive visits)
- Consider pre-approval of use of k-factor
- Clarification of roles (visiting team as fact-gatherers, decisions made by the Accreditation Board).
- Exit Statement expanded to explain the post visit steps
- Consider ABET-style training for CEAB volunteers – CEEA as partner?