



College of Engineering and Petroleum

Office of Academic Assessment

TRAINING SESSION # 1

Preparation for ABET Visit 2025

by

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6 Dec. 2023

Project 2025 - Schedule of Trainings

☐ **Training 1 (Fall 2023)**

- ✓ Introduction to ABET Accreditation Process, Timeline and Responsibilities
- ✓ SSR Template and Sections
- ✓ SSR Preparation (Background Info)

☐ **Training 2 (Spring 2024)**

- ✓ SSR Preparation (Criteria 1, 2, 3, 4)

☐ **Training 3 (Spring 2024)**

- ✓ SSR Preparation (Criteria 5, 6, 7, 8, Program Criteria)

☐ **Training 4 (Fall 2024)**

- ✓ SSR Writing Kick-off

☐ **Training 5 (Fall 2025)**

- ✓ ABET Visit Preparation

Training # 1 – Kick-off

Part 1: What is ABET?

Part 2: ABET Re-accreditation 2025 for COEP -
Timeline

Part 3: Roles and Responsibilities in ABET
Accreditation

- Part 4:**
- Self-Study Report (SSR) - First impression of the program
 - SSR Preparation (Background Info)



PART 1:

What is ABET?



What is ABET?

- Nonprofit, non-governmental agency that accredits programs in:
 - Applied and Natural Science
 - Computing
 - **Engineering**
 - Engineering Technology
- >2,200 experts from industry, academia, and government support QA activities
- ISO 9001:2015 certification



**415 N Charles St,
Baltimore, MD,
USA**

Who is ABET?

- 35 Member Societies
- ABET Volunteers
- Headquarters Staff (full-time)
 - President
 - Chief Accreditation Officer
 - Senior Director, Accreditation Operations
 - International Accreditation Manager



ABET's 35 Member Societies



Member Societies



Accreditation Commissions



EAC – Engineering

Accreditation Commission



CAC – Computing

Accreditation Commission



ETAC – Engineering Technology

Accreditation Commission



ANSAC – Applied & Natural Science

Accreditation Commission

Composition

- **Members**
 - Team Chairs
- **Executive Committee**
 - Editors 1 and Editors 2
- **Supporting staff**
 - Adjuncts
 - Staff liaisons

Generally Accepted ABET Accreditation Principles

- Accreditation is **voluntary**
- Non-governmental organization
- Fair and impartial peer review process
- Requires self-assessment by the program/school
- Continuous process (reviewed every n years)
- Failure of single criterion results in loss of accreditation
 - Deficiencies in one area CANNOT be compensated by strengths in other areas.

What is ABET Accreditation?

- Periodic review of educational program
- Provides quality assurance
- Ensures program meets quality standards of the profession for which the program prepares graduates
- Verify program compliance with criteria and Accreditation Policies and Procedures Manual (APPM)



Not a ranking system

What is accreditation? And why do it?

Accreditation requires a periodic review and evaluation to determine if educational programs meet defined standards of quality.

ABET accreditation is not a ranking system.

Quality Assurance:

ABET accreditation provides assurance that a college or university program meets the quality standards of the profession for which that program prepares graduates.

ABET EAC Review Statistics

	2022-23 Accreditation Cycle		2023-24 Accreditation Cycle	
	INSTITUTIONS	PROGRAMS	INSTITUTIONS	PROGRAMS
TOTAL	185	641	208	727
General Review	93	478	102	558
Initial Review	62	101	22	97
Interim Report	22	36	42	70
Interim Visit	8	26	1	2
ONSITE	118		166	
VIRTUAL	45			
NO VISIT IR	22		42	
INTERNATIONAL	59	217	53	142
USA	126	424	155	585

KU COEP - Accreditation History



- **COEP-Programs** have been continuously visited/evaluated by ABET since 1981.
 - 1981 – Advisory visit
 - 1990, 1995, 2002 – Substantial Equivalency visits
 - 2007, 2013, 2019 – Accreditation visits
- **KU Engineering Programs** are among the **earliest** to gain substantial equivalency, and full accreditation **in the Middle East.**

Year	Result
1981	Advisory Visit
1990	Substantial Equivalency
1995	Substantial Equivalency
2002	Substantial Equivalency
2007	Full Accreditation
2013	Full Accreditation
2019	Full Accreditation

PART 2:

ABET Accreditation for COEP - Timeline

Prep for ABET Visit

1st Step:

Understand **ABET** Terminology

2nd step:

Understand **ABET** processes

3rd step:

Understand **ABET** requirements



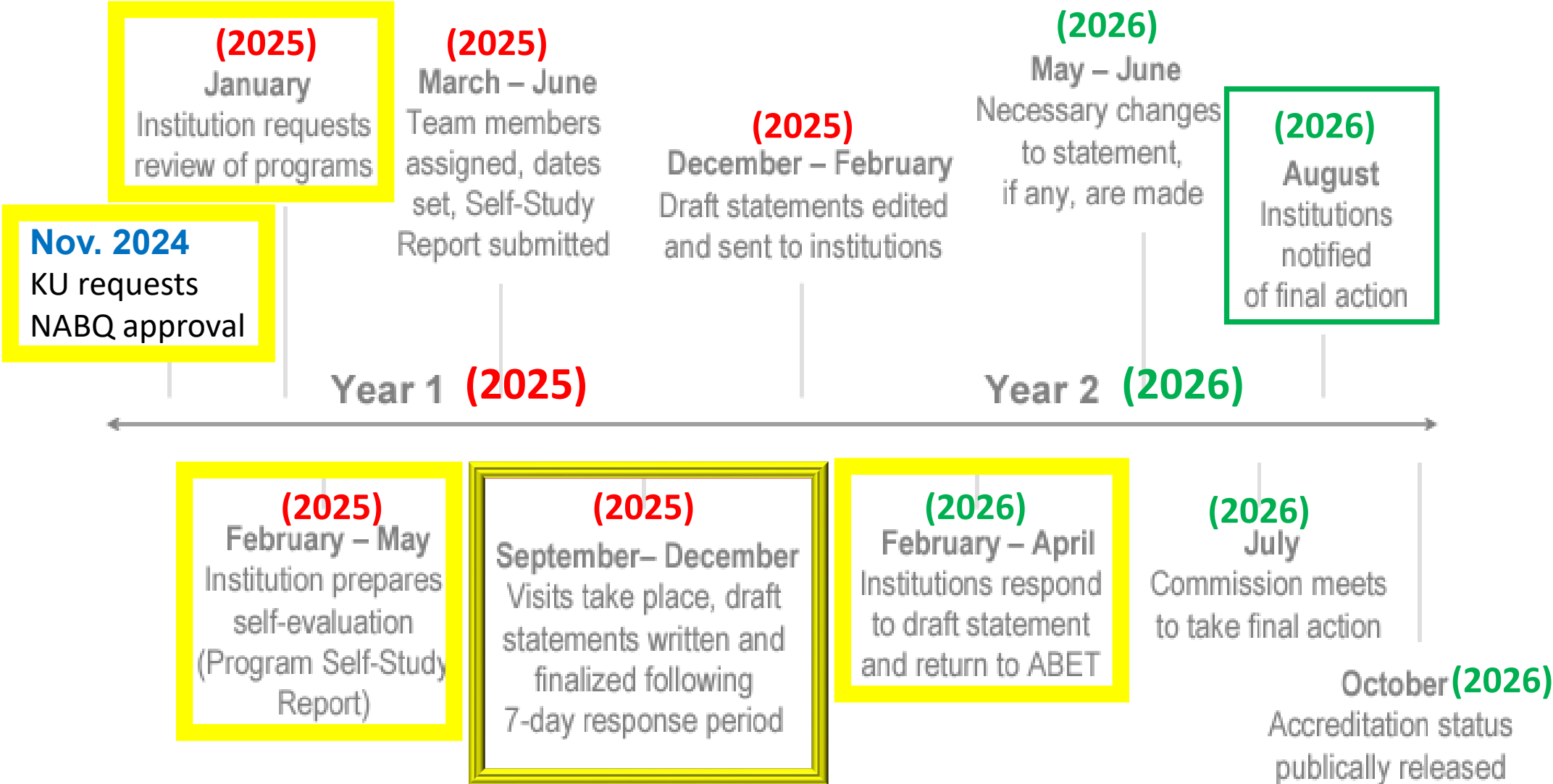
1st Step: Understand **ABET** Terminology



2nd: Accreditation Timeline

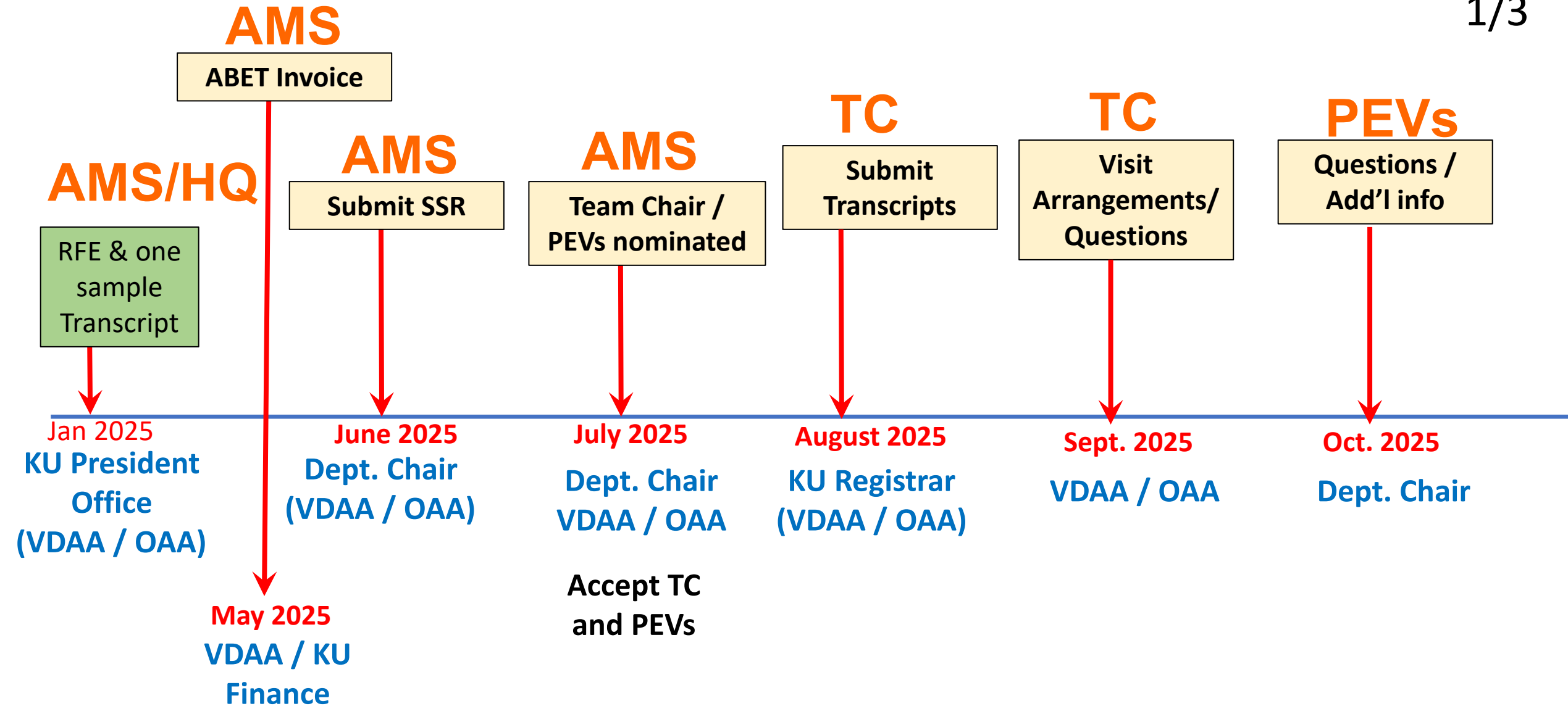
18-21* Month Process

Action by Program



Milestones in Interaction between Program and ABET

1/3



Note: Duties can be delegated to other persons.

Milestones in Interaction between Program and ABET

2/3

PEVs

Access to
Virtual Display
room

Oct. 2025

Dept. Chair
VDAA/OAA

Oct. 2025
Dept. Chair
VDAA

ABET Team

Onsite Visit

Nov. 2025

KU President
VDAA/OAA
Dept. Chair
UPC, AC
Dept. Faculty
IAB
SAC
College of
Science

TC/PEVs

Finalize
interviews

TC

PAF

Nov. 2025

VDAA
Any findings
will be
communicated

No D or W →
Generally NGR but C
could be elevated to W

AMS

7-day
response

Nov. 2025

Dept. Chair
VDAA/OAA

Correction of
errors of fact

AMS

Draft Report

Jan. 2026

VDAA / OAA

No D or W →
Generally NGR but C
could be elevated to W

AMS / TC

30-day due
process response
(in case of W or D)

April 2026

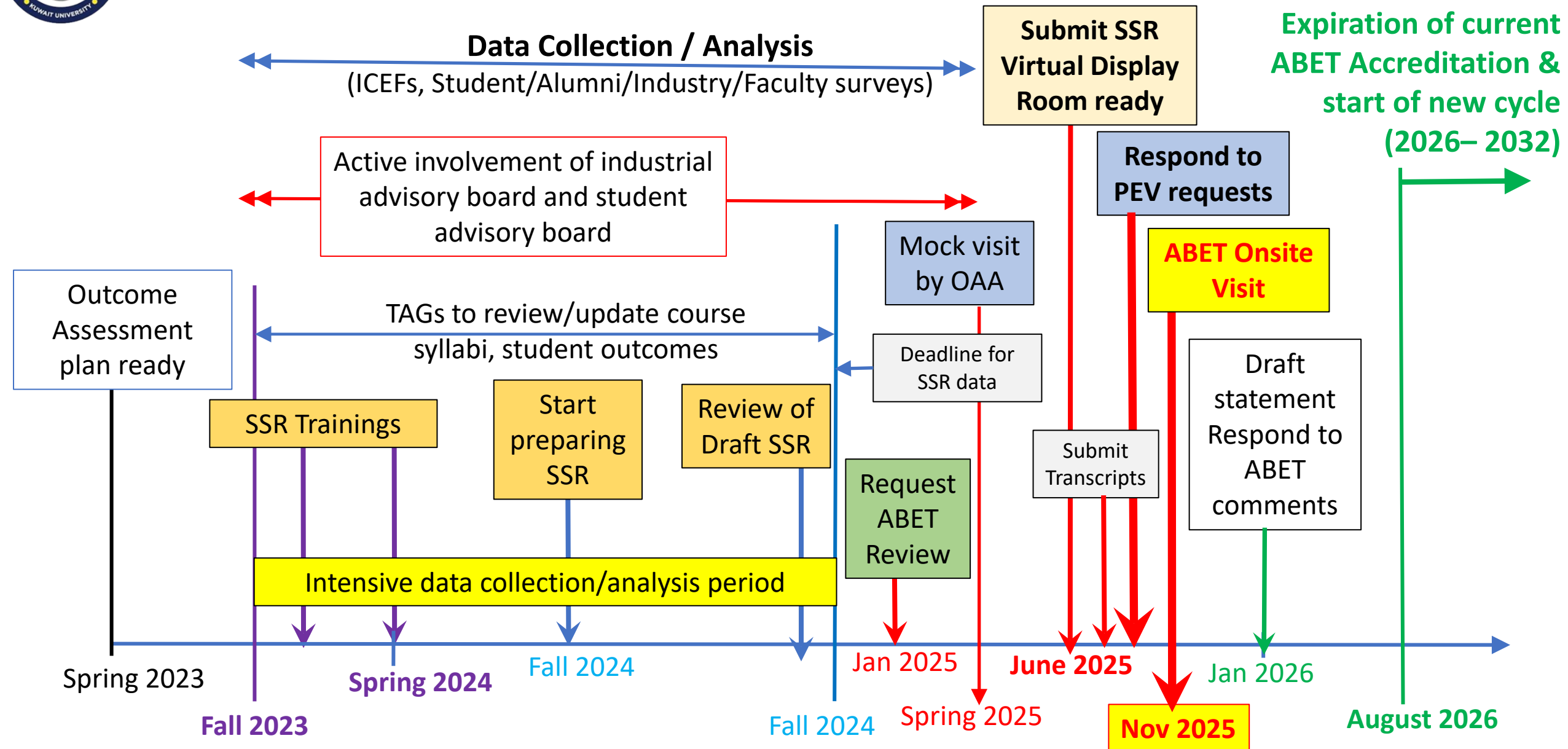
Dept. Chair
VDAA/OAA

3/3





Milestones/Timeline for ABET Visit Preparation for College of Engineering



What Jargon needs to be known?

Shortcoming Definitions

Deficiency	<i>A criterion, policy, or procedure is <u>not</u> satisfied. Therefore, the program is not in compliance with the criterion, policy, or procedure.</i>
Weakness	<i>A program <u>lacks the strength of compliance</u> with a criterion, policy, or procedure to ensure that the quality of the program will not be compromised. Therefore, remedial action is required to strengthen compliance with the criterion, policy, or procedure prior to the next evaluation.</i>
Concern	<i>A program currently satisfies a criterion, policy, or procedure; however, <u>the potential exists</u> for the situation to change such that the criterion, policy, or procedure may not be satisfied.</i>

What Jargon needs to be known?

Other findings

Strength	<i>Exceptionally strong, effective practice or condition. A statement that describes what was observed, what makes it stand above the norm, and how it impacts the program positively.</i>
Observation	<i>A comment or suggestion which does not relate directly to the accreditation action but is offered to assist the institution in its continuing efforts to improve its programs (i.e. friendly advice).</i>

Common Shortcomings

EAC Shortcoming Statistics 2021-22

Criteria 1-4

Shortcoming Level		D	W	C	Total
Criterion 1: Students	Draft	1	28	23	52
	30-Day	1	4	12	17
	Final	0	3	9	12
Criterion 2: PEOs	Draft	0	108	7	115
	30-Day	0	27	4	31
	Final	0	8	3	11
Criterion 3: Student Outcomes	Draft	0	4	0	4
	30-Day	0	1	0	1
	Final	0	0	0	0
Criterion 4: Continuous Improvement	Draft	10	142	36	188
	30-Day	6	82	20	108
	Final	1	45	15	61

10%

32%

Common Shortcomings

EAC Shortcoming Statistics 2021-22

Criteria 5-8

Shortcoming Level		D	W	C	Total
Criterion 5: Curriculum	Draft	22	87	17	126
	30-Day	10	67	10	87
	Final	2	23	10	35
Criterion 6: Faculty	Draft	1	24	79	104
	30-Day	1	16	67	84
	Final	0	8	64	72
Criterion 7: Facilities	Draft	0	13	35	48
	30-Day	0	6	28	34
	Final	0	6	28	34
Criterion 8: Institutional Support	Draft	0	10	63	73
	30-Day	0	3	44	47
	Final	0	3	17	20

‘Bean counting’
& Capstone

27%

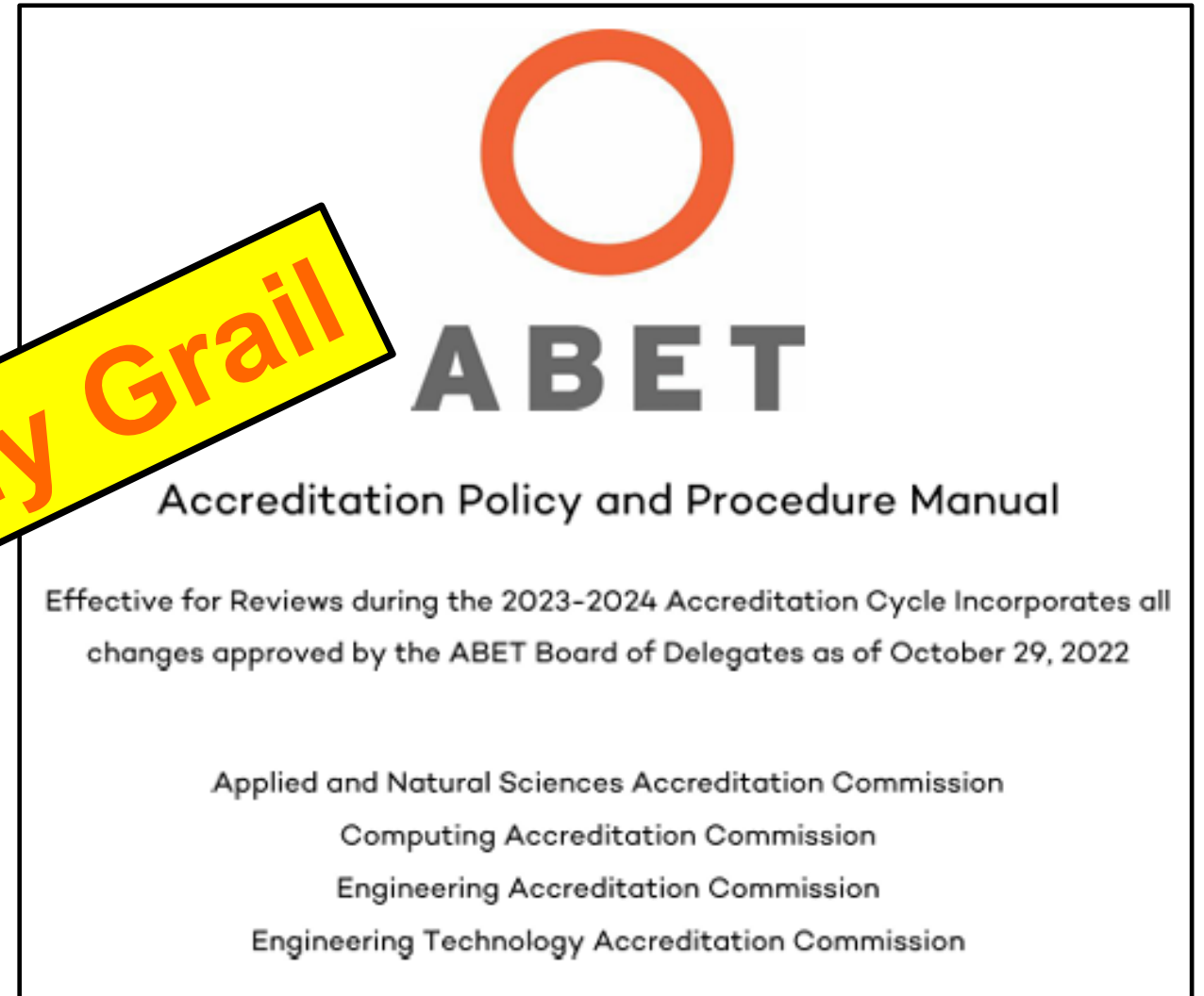
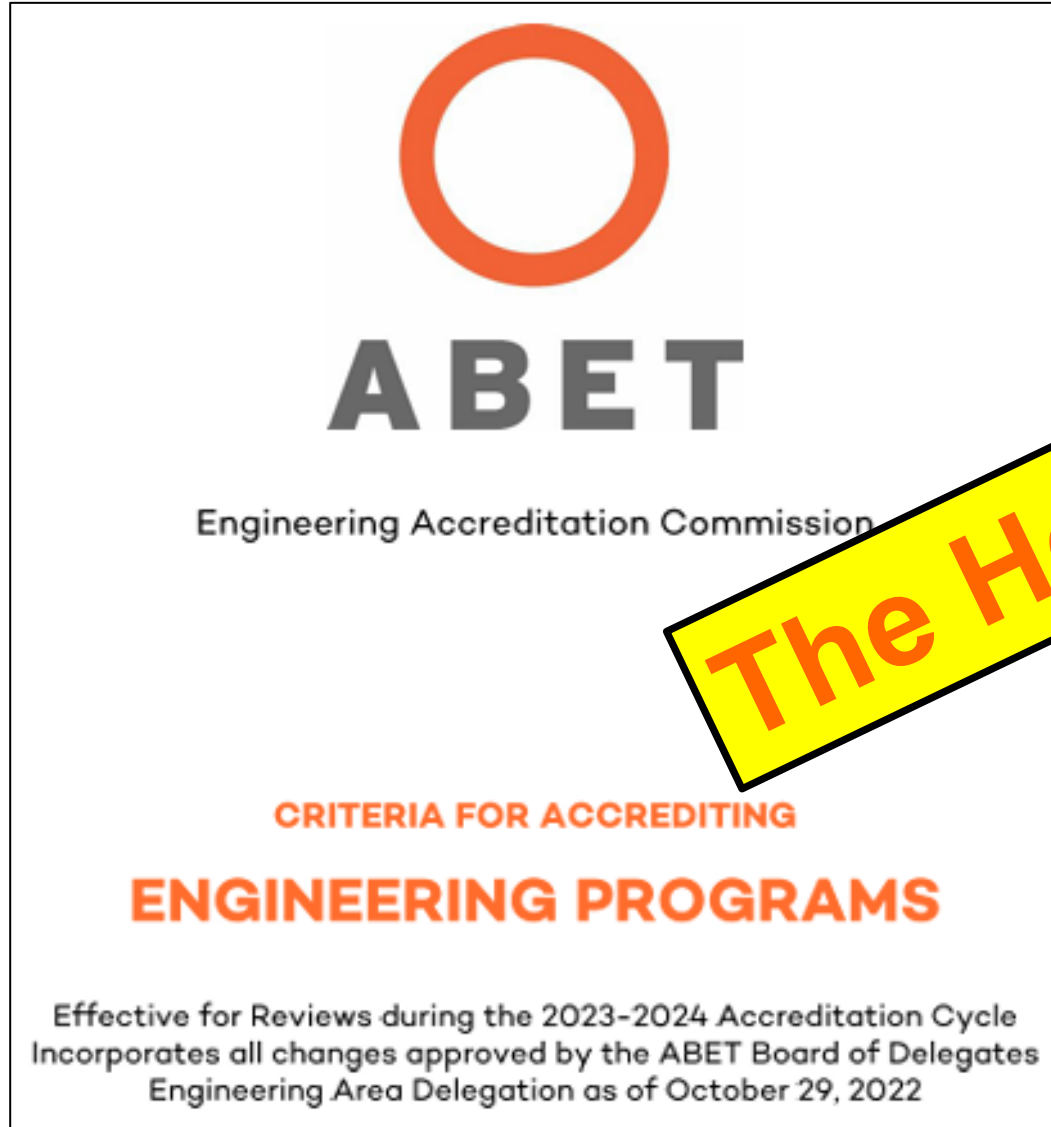
Common Shortcomings

EAC Shortcoming Statistics 2021-22

Program, APPM and Master's

Shortcoming Level		D	W	C	Total
Program Criteria	Draft	3	36	13	52
	30-Day	2	21	9	32
	Final	1	7	9	17
APPM (Accreditation Policy and Procedure Manual)	Draft	2	12	13	27
	30-Day	0	5	11	16
	Final	0	1	11	12
Master's Level	Draft	1	1	3	5
	30-Day	1	1	2	4
	Final	1	0	2	3

3rd: Understand **ABET** Requirements



3rd: Understand **ABET** Requirements



ABET

Every year 200,000 problem solvers graduate from ABET-accredited programs around the world.

Additional information: www.abet.org

[MENU](#)

[MYABET LOGIN](#)

[SEARCH](#)

[LEARN MORE](#)

ISO 9001:2015 CERTIFICATION

2024 ABET SYMPOSIUM

DIVERSITY, EQUITY & INCLUSION

[SEARCH ABET-ACCREDITED PROGRAMS](#)

[ABOUT ABET ACCREDITATION](#)

[PROGRAM ASSESSMENT RESOURCES](#)

[ISO 9001:2015 CERTIFICATION](#)

[2024 ABET SYMPOSIUM](#)

[DIVERSITY, EQUITY & INCLUSION](#)

Part 3:

Responsibilities in ABET Visit 2025

"It takes a village to raise a child"
– African proverb

Who is at the center of all this?

Who is at the 'child' / 'Star'?

“THE PROGRAM”

"It takes a *TEAM* to get ABET accreditation"
– OAA rule

Department Leadership

Department
Chair



UPC
Coordinator



Assessment
Coordinator



TAG
Coordinators

Faculty
Members

Chief
Engineer

Support Staff

"It takes a **TEAM** to get ABET accreditation"
— OAA rule

College Leadership

DEAN

VDAA

VDSA



Office of
Academic
Assessment

ETAC

College
Safety
Officer

College
Manager

Together, we can do it !!!!!!!

Responsibilities in ABET Visit 2025

VDAA/OAA Guidance Document

Responsibilities in preparation of ABET Accreditation Visit 2025

26 Oct. 2023

Notes:

1. This is a guidance document meant for assisting the departments in preparing the self-study report and ABET accreditation visit in 2025. The document lists the normally presumed roles and responsibilities of various entities for the ABET accreditation process. Departments are free to assign different roles to entities within the department at their convenience.
2. All departments should consult and use the latest version of the following documents available from ABET website: (i) ABET EAC Template for self-study report, (ii) ABET EAC Criteria, (iii) ABET APPM.

Abbreviations Key:

1) Roles and responsibilities

- A: Approver (responsible for signing off on information in Minutes of Meetings or Memorandum)
- C: Consulted (responsible for making decisions concerning specific issues presented)
- E: Executor (responsible for documenting the approved information in Self-Study Report and/or uploading to ABET)
- I: Informed (required to stay informed of decisions and/or documented information)
- L: Liaison (acting as coordinator between entities)
- S: Source of information (responsible for providing documented information from authorized source)

Responsibilities in ABET Visit 2025

Responsibilities in preparation of ABET Accreditation									
SSR Section	Dept. Chair	UPC Coord.	Assessment Coord.	TAG Coord.	Dept. Council	Chief Engineer	Faculty members	OAA	College
Background information									
Contact information	S	E							
Program History	S	E							
Program Locations /delivery modes	S	E							
Program deficiencies in the last review and actions taken	C	E	C	C	A			S	
Section 1: Students									
Admissions/Transfer credits	I	E						L	S (VDSA)
Student Academic Advising	I	E						L	S (VDSA)
Student Career Advising	I	E						L	S (ETAC)
Student Transcripts	I	E						L	S (VDAA)

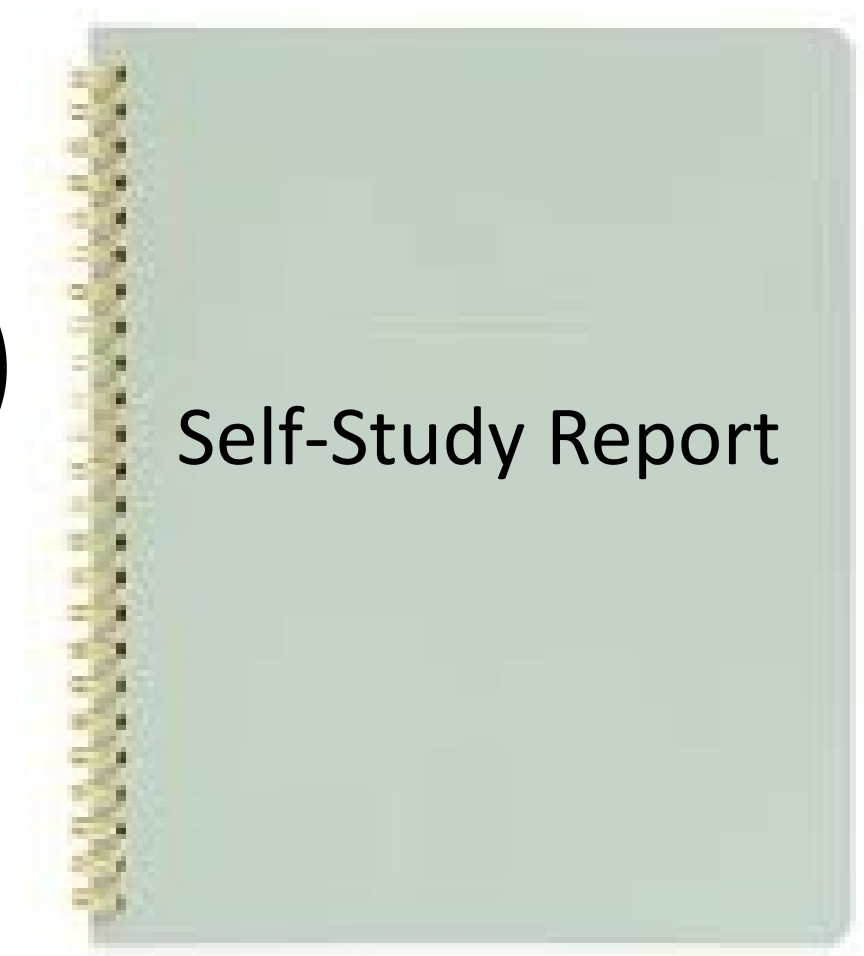
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Responsibilities in preparation of ABET Accreditation									
SSR Section	Dept. Chair	UPC Coord.	Assessment Coord.	TAG Coord.	Dept. Council	Chief Engineer	Faculty members	OAA	College
Section 4: Continuous Improvement									
ABET requirements	I	C	E	I				S	
Selection of courses for SO assessment	I	A	E	I			I		
Outcome assessment plan	I	C	E	C	A				
Collection of SO assessment data (ICEF, student work examples and statistical analysis)	I		E	I			S	L	
Analysis of assessment data	I		E	C			C		
Evaluation of assessment data	I		E	C					
Continuous improvement actions	I, A	C	E		I, A				I
Section 5: Curriculum									
Satisfying min. ABET requirements – General criteria	I	E	C	I				S	
Program Criteria	I	E	C	I, C				S	
Capstone	I	E	C	C			I	S	
Course Syllabi (Department)	I	E	C	C			I		
Course Syllabi (non-department)	I	E						L	S (VDAA)
Student transcript analysis	I	E	C					L	S (VDAA)

A: Approver
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Part 4:

- **Self-Study Report (SSR)**
- **SSR Preparation -
(Background info)**



First impression of the program

Self-Study Report (SSR)

- Document describing how the program meets the ABET criteria
- Provides “*first impressions*” of the program to the visit team
- Each program requires its own self-study report
- Templates available at:
 - <https://www.abet.org/accreditation/accreditation-criteria/self-study-templates/>

Self-Study Report Content

Template provides a good guide to required content

- **Background information**

- history
- Contact information
- locations
- previous evaluation results

- **Narratives on**

- General criteria
- Program criteria (when applicable)
- Safety

- **Appendices**

- Syllabi
- CVs
- equipment
- Institutional summary

- Submission attesting to compliance

1. Students
 2. Program Educational Objectives
 3. Student Outcomes
 4. Continuous Improvement
 5. Curriculum
 6. Faculty
 7. Facilities
 8. Institutional Support
- Part III – Program Criteria
(Discipline Specific)



ABET SELF-STUDY QUESTIONNAIRE: TEMPLATE FOR A SELF-STUDY REPORT

2024-2025 Review Cycle

ENGINEERING ACCREDITATION COMMISSION

**Check year and
Commission**

Instructions

Template

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INTRODUCTION

The Self-Study Report is expected to be a quantitative and qualitative assessment of the strengths and limitations of the program being submitted for review.

The Self-Study Report will provide information critical to a thorough on-site review of the program. Therefore, the Report will address the extent to which the program meets applicable ABET Criteria and policies. In so doing, it is necessary that the Report address all methods of instructional delivery used for the program, all possible paths that students may take to completion of the degree, and all remote offerings available to students in the program.

Each Commission of ABET provides a *Self-Study Questionnaire* to assist the program in completing the Self-Study Report.

REQUIREMENTS AND PREPARATION

The program name used on the cover of the Self-Study Report must be identical to that used in the institutional publications, on the ABET Request for Evaluation (RFE), and on the transcripts of graduates. This will ensure that the program is correctly identified in ABET records and that graduates can be correctly identified as graduating from an accredited program.

Normally, each program requires a Self-Study Report.

Program Name

SUPPLEMENTAL MATERIALS

The following materials are to be supplied in addition to the Self-Study Report:

- The general institution catalog covering course details and other institutional information applicable at the time of the review.
- Promotional brochures or literature describing program offerings of the institution.
- Official academic transcripts of recent graduates. The **official academic transcript** contains a listing of all the courses taken by a graduate, year/semester courses were taken, the grades earned, and degree(s) earned. The Team Chair will request a specific sampling size of transcripts for each program and will provide a timeframe in which they should be provided to program evaluators. Each academic transcript is to be accompanied by the program requirements for the graduate and by worksheets that the program uses to show how the graduate has fulfilled program requirements. It is not required to remove names and other personal identifying information from transcripts and associated student records before providing them to the Evaluation Team. However, if desired, personal identifying information may be replaced with a simple alphanumeric code by which the documents may be referred to during the evaluation.
- Evidence (e.g., reports) to show compliance with Criterion 5 (d) related to the culminating major engineering design experience. At least 45 days prior to the review visit, the program evaluator will select a representative sample of design experiences (see Criterion 5.A.7) for which evidence is to be provided. The evidence should be accompanied by rubrics or other tools used for evaluating the projects and should be available to the program evaluator on the electronic storage platform of the program's choice at least 30 days prior to the review visit.

Course Catalog

Transcripts

Capstone Reports

SUBMISSION AND DISTRIBUTION OF SELF-STUDY REPORT

NOTE: No email submission is permitted. No hard copy submission will be accepted. No submission on a data stick is permitted. The submission cannot be a combination of hard copy and electronic file.

The Self-Study Report and Supplemental Material should be uploaded section by section or as a single upload option as **pdf files on your institution's page in the ABET Administration Management System**. The deadline for uploading this material is **July 1 of the calendar year of the review**.

Catalogs that are available only electronically must be submitted in a pdf format. The catalog must be the version available at the time the Self-Study Report is prepared. Web-based versions may not be submitted.

Self-Study Report Template

ABET Self-Study Report

for the

<Program Name>

at

<University Name>

<Location>

<Date>

CONFIDENTIAL

The information supplied in this Self-Study Report is for the confidential use of ABET and its authorized agents and will not be disclosed without authorization of the institution concerned, except for summary data not identifiable to a specific institution.

Template.....	5
BACKGROUND INFORMATION.....	7
GENERAL CRITERIA.....	9
CRITERION 1. STUDENTS.....	9
CRITERION 2. PROGRAM EDUCATIONAL OBJECTIVES.....	11
CRITERION 3. STUDENT OUTCOMES.....	12
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BACKGROUND INFORMATION

A. Contact Information

List name, mailing address, telephone number, fax number, and e-mail address for the primary pre-visit contact person for the program.

B. Program History

Include the year implemented and the date of the last general review. Summarize major program changes with an emphasis on changes occurring since the last general review.

C. Options

List and describe any options, tracks, concentrations, etc. included in the program.

D. Program Delivery Modes

Describe the delivery modes used by this program, e.g., days, evenings, weekends, cooperative education, traditional lecture/laboratory, off-campus, distance education, web-based, etc.

BACKGROUND INFORMATION

E. Program Locations

Include all locations where the program or a portion of the program is regularly offered (this would also include dual degrees, international partnerships, etc.).

F. Public Disclosure

Provide information concerning all the places where the Program Education Objectives (PEOs), Student Outcomes (SOs), annual student enrollment, and graduation data specific to the program is posted or made accessible to the public. If this information is posted to the Web, please provide the URLs.

G. Deficiencies, Weaknesses or Concerns from Previous Evaluation(s) and the Actions Taken to Address Them

Summarize the Deficiencies, Weaknesses, or Concerns remaining from the most recent ABET Final Statement. Describe the actions taken to address them, including effective dates of action, if applicable. If this is an initial accreditation, it should be so indicated.

No need to mention Deficiencies, Weaknesses or Concerns that were resolved.

Responsibilities in COEP

Responsibilities in preparation of ABET Accreditation									
SSR Section	Dept. Chair	UPC Coord.	Assessment Coord.	TAG Coord.	Dept. Council	Chief Engineer	Faculty members	OAA	College
Background information									
Contact information	S	E							
Program History	S	E							
Program Locations /delivery modes	S	E							
Program deficiencies in the last review and actions taken	C	E	C	C	A			S	

A: Approver
C: Consulted
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Thank you !!!!

Questions / Comments ???????