Becoming a Program Evaluator

Name

Date
The Big Picture

• ABET accredits 4,361 programs at 850 institutions in 41 countries/areas
• At present, more than ABET 2,200 experts
  • From academia, industry, government and the profession
  • Experts serve many roles in ABET
• Quality and consistency of the accreditation process is derived from strength of the PEV pool
A Growing Need for PEVs

- Projected need for up to 2,500 experts within five years
- Major ABET priorities:
  - Work with societies to recruit PEV
  - Refine/improve training
  - Retain new PEVs
Why Become an ABET Expert?

- Ensure global program quality
- Contribute to technical education program delivery
- Individual professional development
- Gain best practice experience from programs other than one’s own
- Influence academic conversation and relationship with industry
Program Evaluator (PEV) Competency Model

- Program Evaluators are the “face of ABET” and need to:
  - Provide the highest quality review of individual programs
  - Improve consistency of evaluators’ work
  - Ensure PEVs are adequately prepared to be effective team members and reviewers
What Is a Competency Model?

• A set of behaviors that encompass the knowledge, skills and abilities of highly successful Program Evaluators
PEV Competencies

• Technically Current
• Effective Communicators
• Professional
• Interpersonally Skilled
• Team-Oriented
• Organized
How is the ABET PEV Competency Model Used?

- Recruiting
  - Inform nominators and candidates of expectations
- Selection
  - Assess candidates against criteria and competencies
- Training
  - Competencies needed for successful PEV training
- Performance Appraisal
  - Standards/expectations for continuous improvement

Competency models are standard practice in the industries served by ABET programs.
What’s in It for You?

• Help ensure the quality of higher education
• Unique professional development opportunity
  • Use your specialized knowledge to improve educational experience for thousands of students
• Network with other professionals
  • A great source of experience-based knowledge
• Keep up to date and have input on the criteria
• Service to the community of people who develop and maintain quality education
• Serve your profession, “give back”
What’s in it for You?
For Those from Academe

• Help other institutions/programs improve
• Helps you prepare for an ABET visit
• See accreditation from the “other side”
  • What happens to your Self-Study Report after it leaves your institution?
  • What kind of issues may be raised?
  • How you can make the PEV’s job easier (and in the process make your visit go more smoothly)?
  • How can you reduce unnecessary anxiety about visits?
  • How are other schools handling some of the issues you find to be difficult?
PEV Pre-Visit Effort

• Pre-Visit (10-28 hours)
  • Training updates (1-2 hours)
  • Reviewing the Self-Study Report (4-8 hours)
  • Completing required forms (2-6 hours)
  • Participating in team conference calls (2-4 hours)
  • Communicating with the program and Team Chair prior to the visit (1-8 hours)
PEV Visit and Post-Visit

• Campus Visit: Sunday through Tuesday
  • Travel Saturday, Tuesday evening
  • Review materials
    • Based on your assessment of Self-Study Report
  • Tour facilities
  • Meet and interview faculty, students and others
  • Participate in team meetings
    • Extensive discussions – team-based decisions
  • Write short report of findings

• Post Visit (1-2 hours)
  • As requested by the Team Chair
  • No direct contact with school after visit
PEV Annual Cycle Experience

- 360° review of each visit
  - PEVs evaluated by Program Chair and Team Chair
  - PEVs evaluate other PEVs and Team Chair
  - Results provided to PEV after completion of review cycle
- Update status each spring
  - Code of conduct agreement
  - Availability for visits
  - New conflicts of interest
- Training
  - Refresher training
  - Just-in-time training prior to each visit
  - ABET Workshops and Symposia (complimentary registration for PEVs)
- Repeat as desired
Potential ABET Career

- Trainee
- Observer
- Program Evaluator
- Accreditation Commission Member
  - (i.e., team leader)
- Accreditation Commission Executive Committee Member
- Board of Directors/Delegates, Area Delegation Member
- Board of Directors Officer
Initial Training
Three Separate Steps

1) Online learning experience
2) Face-to-face facilitated instruction
3) Society-specific training (if applicable)
Online Training

- Online portion of PEV Candidate Training typically takes 20-25 hours
- Requires written work and the completion of three end-of-module quizzes
Face-to-Face Training

- Pre-Work (4-8 hours)
  - Review of process and requirements
  - Evaluation of partial Self-Study Report
  - Mentor support/feedback

- Face-to-Face Training (~2 days with travel)
  - Full-day Saturday, half-day Sunday
  - Teams of 5-6 PEV candidates with Support Facilitator
  - Variety of activities
    - Presentation of information
    - Team activities
    - Play-acting demonstrations
    - Individual statement writing exercise
Personal Travel Expenses

• ABET pays all reasonable and appropriate travel expenses
  • Face-to-Face Training
  • Campus Visits
Training Period

• The entire PEV candidate training process begins in March and ends in June.

• The online training must be completed at least three weeks before the Face-to-Face Training.
Additional Training Notes

• New PEVs are assigned a mentor who provides feedback throughout training.
• Support Facilitator at the Face-to-Face Training also provides feedback.
• Some societies require an observer visit before a PEV serves on an actual visit.
• PEVs do online Just-in-Time Training prior to visits each year as a reminder about tasks and changes.
• Professional Development Hours (PDHs) can be awarded for participation.
Start With Online Application
www.abet.org

• When you apply, you must select the appropriate commission.
  • Applied and Natural Science Accreditation Commission (ANSAC)
  • Computing Accreditation Commission (CAC)
  • Engineering Accreditation Commission (EAC)
  • Engineering Technology Accreditation Commission (ETAC)

• Your member society will review your application and contact you if you are selected for training.
  • Each society has different selection cycle and may take several months.
Nomination by Your Professional / Technical Society

• PEV candidates who successfully complete both the online training and the Face-to-Face Training may be nominated by his or her member society to serve as a Program Evaluator.

• Some societies require additional specialized training and conduct that separately, often online.
Link to Application

www.abet.org/program-evaluators