**CAC Guidance on Supplemental Materials**

This document provides guidance to CAC TCs and PEVs regarding supplemental materials to request from programs, in accordance with APPM I.E.5. and the computing criteria.

When considering documentation to request of the institution first ask yourself (or the PEV requesting the documentation) how that documentation would be used to resolve a potential shortcoming. Remember that all shortcomings must be tied back to specific wording in the APPM or the general criteria or the program-specific criteria. There have been some instances in the past (not necessarily in the CAC) where PEVs have requested documentation, resulting in significant work for the institution, just to satisfy their curiosity even though the documentation had no relevance to the criteria or APPM. The goal is to make sure that teams have access to relevant and pertinent information while simultaneously not placing any unnecessary burden on the institution.

If you feel that supplemental material is necessary, please provide the request to the institution in a timely manner recognizing that it may take time to gather the documentation and potentially digitize it so as to provide it to you. Encourage the institution to make electronic documents available to the team at least 30 days prior to the visit so that the team can evaluate the material prior to the visit. As ABET moves to require electronic documentation from institutions, the early availability of documentation will become the norm.

From the 2022-2021 APPM:

*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.*

* *Representative examples of graded student work including, when applicable, major design or capstone projects*
* *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*

Definition of Supplemental Materials from the ABET Glossary

*Textbooks, course syllabi; sample student work including assignment and exams, ranging in quality from excellent through poor, and assessment materials*

# Guidance: What a team might request from a program/What a program should prepare for supporting evidence.

Introduction:

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, 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 | * Detailed syllabi and course binders/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 capstone or comprehensive project reports, as applicable. |
| 6: Faculty | * Only if there are changes to the faculty after the Self-Study Report was submitted |
| 7: Facilities | * A list of equipment, software and documentation available in each lab. * Photos/video of the lab. |
| 8: Institutional Support | * Only if there are changes in Institutional Support that occurred after the Self-Study Report was submitted |
| Program Criteria | * Course binders/materials for evidence of inclusion of curricular topics cited by the general criteria and any 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. Note that it is reasonable to request this information be made available electronically to the team at least a month prior to the visit.

Notes:

* ABET does not prescribe nor provide recommendations for the platform that a program should use to create its electronic materials (Supporting 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.
* It is reasonable to request that the institution provide an index into the material to facilitate ease of navigation of the materials by the visit team.
* For a virtual visit an overview of relevant library holdings may be requested to demonstrate compliance with Criteria 7, Facilities.

July 2021