

ETAC Program Audit Tool Tips

These tips are not intended to replace the PAT instruction document and video available in the AMS!

Please use the following link to the PAT instructions and video in the AMS:

Terminology

Program audit tool (PAT): The AMS 2.0 PAT is ABET's interface for managing reviews.



Program audit form (PAF): the PAF is generated by the PAT based on the PEV's input to the PAT. This automated PAF replaces the T301 form.

Preview Findings: the PAT also generates an findings statement for the program (used by some commissions at the exit meeting). The content in the findings statement automatically moves into the draft statement for editing by the TC.

Helpful Tips

PEVs should start entering the program introduction before the visit. The T213 (T422 can be used as an alternative template) provides a guide to writing the program introduction.

PEVs can begin to **draft** preliminary findings, based on self-study report (SSR) review within the PAT.

It is important for PEVs to send their preliminary work, via the "submit to TC" button, so that TC can review, edit as needed and then return it to the PEV. The PEV submittal and TC review/return can happen multiple times, so it is best to use this process before and during the visit until the TC and PEV are ready to "finalize" the PAF/exit statement.

When the PEV's work is finalized by the TC, the AMS produces two PDF documents. One is the PAF and the second is the exit statement.

In the PAT-generated PAF, the program introduction is not included, nor are any strengths and observations. Only Concerns, Weaknesses or Deficiencies are shown, and the PAF does not include level of finding so this must be written into the finding language, e.g., "This finding is a Weakness. Criterion 6 states: . . . ". **The TC should later remove this language in the draft statement editing.**

The PAT generated findings statement includes the program introduction and ALL findings (strengths and observations, etc.) with the level of finding shown. Thus, some TCs may prefer to have their PEVs read from this document during the exit meeting (omitting the program introduction as per ETAC practice).

The TC must download the PAF from the PAT and email it to the institution after the exit meeting as the AMS does not post it for the institution to download it.

As noted above, the PAT uses the exit statement content and places it into the draft statement. The TC should make sure to review this content and edit it appropriately to ensure clear findings and consistency across programs. During the busy time of wrapping up a visit, often the TC and

Engineering Technology Accreditation Commission - ABET

PEVs do not do their best writing of findings or program introductions. So please take the time to closely review the draft statement.

The PAF must be finalized not later than the end of exit meeting to enable error of fact response by the institution or the program.

The TC has 24 hours after finalizing PAF to edit the content within the PAT (instructions are provided within the PAT).

SD

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