2011
Outcomes Assessment
Accreditation
Handbook

Associate Degree Programs
Baccalaureate Degree Programs
Master Degree Programs

Accreditation Policies can be found in a separate document on the ATMAE website
Published by the Association of Technology, Management, and Applied Engineering

Definition of Terms

Program: A defined course of study leading to a degree program which is denoted by a unique name on the official transcript.

Option: A subset of a program which may be denoted by a unique name on the official transcript. (Program options are sometimes referred to as concentrations or specializations, this document will use the term option to represent program options, concentrations or specializations)

Program Title: The official approved title of the degree program being considered for accreditation.

Program Mission: A general statement which identifies the broad purpose of a program.

General Outcomes: A list of general expectations for "what" you expect students to achieve in the form of knowledge and skills.

Competencies: A series of measurable activities that demonstrate "how" students are achieving the desired outcomes.

Competency Measures: The activities used to determine if students have achieved a competency such as written tests, demonstrations & observations, case studies & discussion groups, exemplars, peer reviews, self assessments, presentations, mock events and monitors.
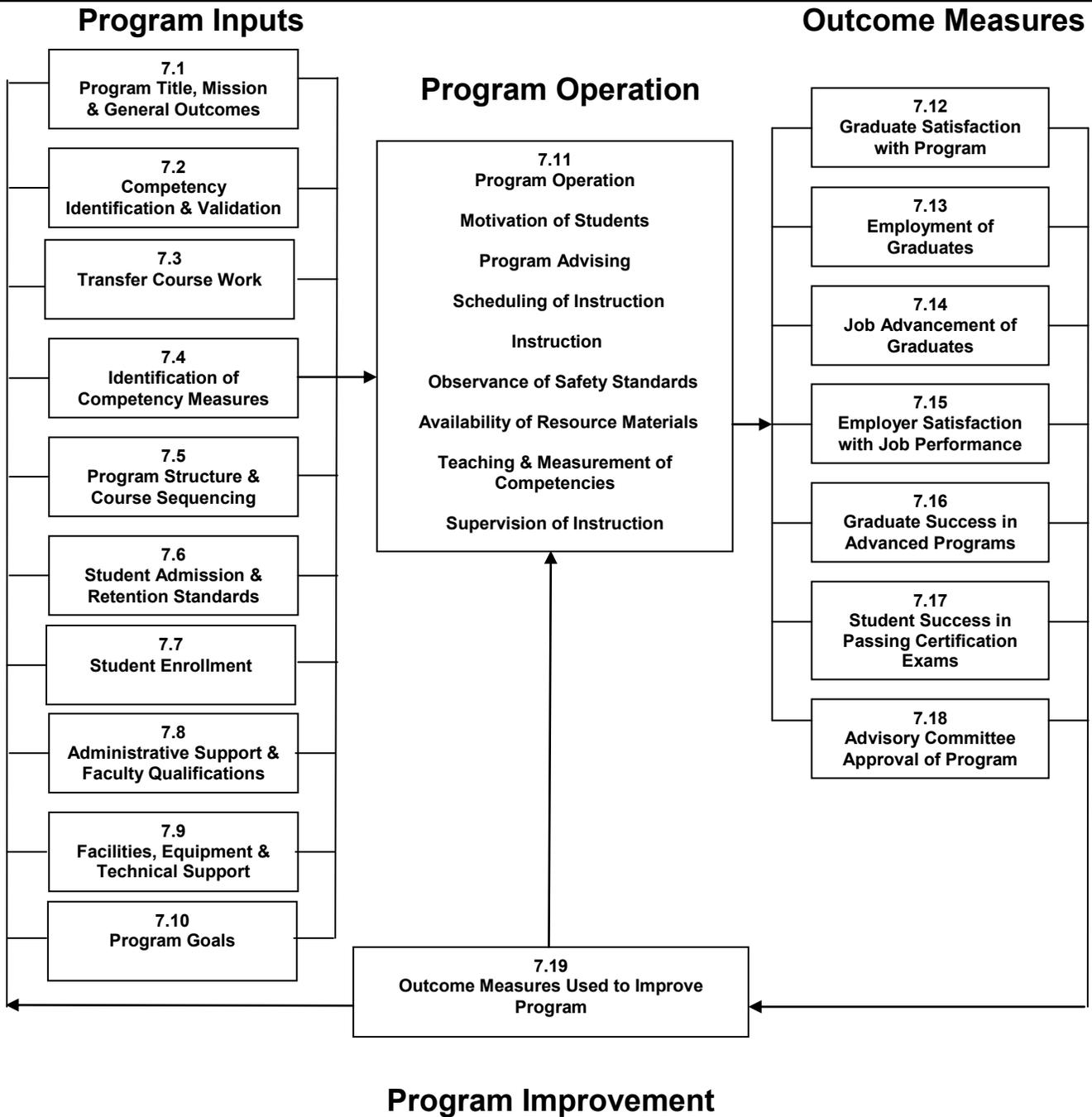
Outcome Measures: A series of activities, using instruments such as surveys, undertaken after students have completed a program to determine the overall effectiveness of the outcomes and competencies identified and covered in the program.

The Association of Technology, Management, and Applied Engineering (ATMAE), like other regional and professional accreditation bodies, is recognized for accreditation by the Council for Higher Education Accreditation (CHEA). The inclusion of outcomes assessment as part of accreditation is mandated by CHEA. This means that applications for accreditation of Technology, Management, and Applied Engineering programs by ATMAE must demonstrate that institutions have plans in place for assessing educational outcomes. These plans must show evidence that the results of these assessments have led to the improvement of teaching and learning processes and improved preparation of program graduates to enter professional positions upon graduation. Accrediting bodies, including ATMAE, are thus revising standards for accreditation that move away from "input" models that prescribe courses, credit hours, etc. to the examination of "output" that has been validated by advisory committees and program graduates and that students can demonstrate. This ATMAE Outcomes Assessment Accreditation Model is being tested in selected institutions and is expected to eventually replace the traditional standards currently used by ATMAE.

Outcomes Assessment Accreditation Model

The objective of ATMAE accreditation is to ensure that programs in Technology, Management, and Applied Engineering that are accredited meet established standards and that outcome measures are used to continuously improve programs. The "Outcomes Assessment Accreditation Model" requires that consideration be given to both the qualitative and quantitative criteria set forth in these standards.

Table 7.1 – Outcome Assessment Accreditation Model

Program Inputs | Outcome Measures

7.1
Program Title, Mission & General Outcomes

7.2
Competency Identification & Validation

7.3
Transfer Course Work

7.4
Identification of Competency Measures

7.5
Program Structure & Course Sequencing

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7.11
Program Operation

Motivation of Students

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Instruction

Observance of Safety Standards

Availability of Resource Materials

Teaching & Measurement of Competencies

Supervision of Instruction

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7.16
Graduate Success in Advanced Programs

7.17
Student Success in Passing Certification Exams

7.18
Advisory Committee Approval of Program

7.19
Outcome Measures Used to Improve Program

Program Improvement

PA.1 Preparation of Self-Study. The Self-Study Report shall follow the guidelines and be completed by a representative portion of the institutions administrative staff, teaching faculty, and students.

PA.2 Program Definition: A program is a set of courses leading to a degree. A program may have more than one option, specialization or concentration, but specific course requirements for each option shall be clearly specified, and as appropriate all program/options shall meet ATMAE standards. In situations where an option is not appropriate for ATMAE accreditation based upon the approved definition of technology, management, and applied engineering, the request for accreditation should clearly state which option, concentration, or specialization is seeking accreditation and which ones are excluded. The case for exclusion should be made with the application for accreditation. If an option, concentration or specialization is excluded and the program becomes accredited, the program must identify specifically which concentrations, options and specializations are and are not accredited in all their publications and promotional materials that mention accreditation.

7.0 Standards for Accreditation

Program Inputs:

7.1 Program Title, Mission, and General Outcomes: The program/option title, definition and mission shall be compatible with the ATMAE definition of Technology, Management, and Applied Engineering. The program/option shall lead to a degree at the associate, bachelors, or masters level. ATMAE approved definitions for degree programs are as follows:

a. *Associate Degree*: Programs/options that prepare individuals for positions that contribute to the design and development, production, distribution or operational support of complex technical systems.
b. *Baccalaureate Degree:* Programs/options that prepare individuals for positions that involve the management of complex technological systems.
c. *Master's Degree:* Programs/options that prepare individuals for career advancement in that involve the management of complex technological systems

General outcomes shall be established for each program/option that provide a framework for the development of specific measurable competencies. Validation of the general outcomes shall be accomplished through a combination of external experts, an industrial advisory committee and, after the program is in operation, follow up studies of graduates.

Only institutions legally authorized under applicable state law to provide degree programs beyond the secondary level and that are recognized by the appropriate regional and/or national accrediting agency are considered for accreditation. Evidence must exist that the programs are understood and accepted by the university/college community, and the business/industry community.

Note: Each program/option shall have appropriate titles consistent with the approved ATMAE definition of Technology, Management, and Applied Engineering. Representative student transcripts for each program and/or option shall be made available for the visiting team.

7.2 Competency Identification & Validation: Measurable competencies shall be identified and validated for each program/option. These competencies must closely relate to the general outcomes established for the program/option and validation shall be accomplished through a combination of external experts, an industrial advisory committee and, after the program is in operation, follow up studies of program graduates.

7.3 Transfer Course Work: The institution shall have policies in place to ensure that coursework transferred to the program is evaluated and approved by program faculty. All transfer coursework accepted must meet the ATMAE foundation course requirements for the program/option.

7.4 Assessment of Competency Measures: Assessment measures shall exist for each of the measurable competencies identified for the program/option.

7.5 Program Structure & Course Sequencing: Each program/option shall meet minimum foundation semester hour requirements. Programs/options may exceed maximum foundation semester hour requirements specified in each area, but appropriate justification must be provided. A specific list of courses and credit hours that are being counted toward each category shall be included in the Self Study Report (please use the attached table 7.5). Minimum and maximum foundation semester hour requirements for degree programs/options are listed below:

   a. *Associate's Degree:* Programs/options shall be a minimum of 60 semester hours and shall meet the following minimum/maximum foundation semester hour requirements:
   Communications (must include both oral and written course)……………………6-9
   Mathematics …………………………………………………………………………3-12
   Physical Sciences* …………………………………………………………………3-12
   Management and/or Technical …………………………………………………29-45
   General Electives …………………………………………………………………0-12

   *Life Sciences may be appropriate for selected programs of study.

   Students must successfully complete a minimum of 12 semester hours of management and/or technical course work at the institution seeking accreditation.

   b. *Bachelor's Degree:* Programs/options shall be a minimum of 120 semester hours and shall meet the following minimum/maximum foundation semester hour requirements:
   General Education (must include oral and written communications) 18-36
   Mathematics.. 6-18
   Physical Sciences*... 6-18
   Management 12-24
   Technical... 24-36
   Electives.. 0-18
   *Life Sciences may be appropriate for selected programs of study.

   Students must successfully complete a minimum of 15 semester hours of junior or senior level major courses at the institution seeking accreditation.

   c. *Master's Degree:* Programs/options shall be a minimum of 30 semester hours and shall meet the following minimum/maximum foundation semester hour requirements:
   Communications and/or Problem Solving………………………………………....6-12
   Research ……………………………………………………………….……………6-12
   Management and/or Technical …………………………………………………....12-18
   Electives ……………………………………………………………………………0-6

   Students must successfully complete a minimum of 10 semester hours of graduate level coursework at the institution seeking accreditation.

   NOTE: Programs in Safety. The Board of Certified Safety Professionals (BCSP) evaluates programs in safety designed to gain recognition for students in the safety profession may have specific requirements based on local market needs and on national professional safety practice studies and standards. Examples are BCSP Technical Report #3 and ANSI Z590.2.

> **NOTE:** Programs in Manufacturing at the Associate, Baccalaureate and Masters levels should review and consider for adoption as a quality improvement tool, the SME 4 Pillars of Manufacturing as may be appropriate for their respective Programs. ATMAE Accreditation has formally adopted this concept for use as a model quality improvement tool and encourages Manufacturing Programs to utilize components that apply to their programs. The Pillars are applicable to both Technical Manufacturing and to Manufacturing Management curricula. You will find the specifics of the 4 Pillars of Manufacturing at the following URL: www.C2015.com

Appropriate laboratory activities shall be included in the program/option and a reasonable balance shall be maintained between the practical application of "how" and the conceptual application of "why." Master's degree programs and/or options may not have formal laboratory activities, but must maintain a balance between the practical application of "how" and the conceptual application of "why."

There shall be evidence of appropriate sequencing of courses in each program/option to ensure that applications of mathematics, science, written and oral communications are covered in technical and management courses. Examples of graded student work and textbooks for each management and/or technical course shall be provided for the visiting team. Further, sequencing should ensure that advanced level courses build upon concepts covered in beginning level courses.

7.6 Student Admission & Retention Standards: There shall be evidence showing that the quality of technology, management, and applied engineering students is comparable to the quality of students enrolled in other majors at the institution. The standards for admission and retention of technology, management, and applied engineering students shall compare favorably with institutional standards. Sources of admission information may include test scores and grade rankings. Sources of retention information shall include general grade point averages of technology, management, and applied engineering students compared to programs in other institutional programs.

7.7 Student Enrollment: There shall be evidence of an adequate number of program majors to sustain the program, and to operate it efficiently and effectively. Program enrollment shall be tracked and verified.

7.8 Administrative Support & Faculty Qualifications: There must be evidence of appropriate administrative support from the institution for the technology, management, and applied engineering program/option including appropriately qualified administrators, an adequate number of full time faculty members and budgets sufficient to support program/option goals. Full time faculty assigned to teach courses in the technology, management, and applied engineering program/option must be appropriately qualified. Faculty qualifications shall include emphasis upon the extent, currency and pertinence of: (a) academic preparation; (b) industrial professional experience (such as technical supervision and management); (c) applied industrial experience (such as applied applications); (d) membership and participation in appropriate technology, management, and applied engineering professional organizations; and (e) scholarly activities. The following minimum qualifications for full time faculty are required (except in unusual circumstances which must be individually justified):

    a. *Associate Degree:* The minimum academic qualifications for a regular full-time faculty member is expected to be an earned bachelor's degree in a discipline, or in certain cases for documented reasons, an associate's degree plus professional certification/licensure closely related to the faculty member's instructional assignments.

b. *Bachelor's Degree:* The minimum academic qualifications for regular tenure track, or full time, faculty members shall be an earned graduate degree in a discipline closely related to the instructional assignment. A minimum of fifty percent of the regular tenure track, or full-time, faculty members assigned to teach in the program of study content area(s) shall have an earned doctorate or other appropriately earned terminal degree as defined by the institution. Exceptions may be granted to this standard if the institution has a program in place that will bring the faculty demographics into compliance within a reasonable period of time.

c. *Master's Degree:* An earned doctorate degree in a discipline closely related to the faculty member's instructional assignment (exceptions may be granted for specialized technical management programs/options).

Policies and procedures for faculty selection, appointment, reappointment and tenure shall be clearly specified and shall be conducive to the maintenance of high quality instruction. Faculty teaching, advising, and service loads shall be reasonable and comparable to the faculty in other professional program areas.

7.9 Facilities, Equipment & Technical Support: Facilities and equipment, including the technical personnel support necessary for maintenance, shall be adequate to support program/option goals. Evidence shall be presented showing the availability of computer equipment and software programs to cover functions and applications in each program area. Facility and equipment needs shall be included in the long range goals for the program.

7.10 Program Goals: Each program shall have current short and long range goals, and plans for achieving these goals.

Program Operation:

7.11 Program/Option Operation: Evidence shall be presented showing the adequacy of instruction including: (a) motivation and program advising of students; (b) scheduling of instruction; (c) quality of instruction; (d) observance of safety standards; (e) availability of resource materials; (f) teaching and measurement of competencies (specific measurable competencies shall be identified for each course along with the assessment measures used to determine student mastery of the competencies); (g) supervision of instruction; and (h) placement services available to graduates.

Management and/or technical course syllabi must be presented which clearly describe appropriate course objectives, content, references utilized, student activities, and evaluation criteria.   Representative examples of student's management and/or technical graded work shall be available for each course.

Outcome Measures:

7.12 Graduate Satisfaction with Program/Option: Graduate evaluations of the program/option shall be made on a regular basis (two to five years). These evaluations shall include attitudes related to the importance of the general outcomes and specific competencies identified for the program/option. Summary data shall be available for graduate evaluations of the program/option.

7.13 Employment of Graduates: Placement, job titles, and salaries of graduates shall be tracked on a regular basis (two to five years). The jobs held by graduates shall be

consistent with program/option goals. Summary data shall be available for the employment of graduates.

7.14 Job Advancement of Graduates: The advancement of graduates within organizations shall be tracked on a regular basis (two to five years) to ensure promotion to positions of increasing responsibility. Summary data shall be available for the job advancement of graduates.

7.15 Employer Satisfaction with Job Performance: Employer satisfaction with the job performance of graduates shall be tracked on a regular basis (two to five years) including employer attitudes related to the importance of the specific competencies identified for the program. Summary data shall be available showing employer satisfaction with the job performance of graduates.

7.16 Graduate Success in Advanced Program: If a goal of the program/option is to prepare students for advanced studies, then the success in the advanced study programs shall be tracked and confirmed. Summary data shall be available showing success in advanced programs.

7.17 Student Success in Passing Certification Exams: If a goal of the program/option is to prepare students to pass certification examinations, then the success in passing these examinations shall be tracked and confirmed. Summary data shall be available showing success in passing certification exams.

7.18 Advisory Committee Approval of Overall Program: An industrial advisory committee shall exist for each program/option and shall participate in general outcome and competency validation and the evaluation of overall program success. If more than one program of study or program option is available, then appropriately qualified industrial representatives shall be added to the committee or more than one committee shall be maintained. Policies for the advisory committee shall exist that include: (a) criteria for member selection; (b) procedures for selecting members; (c) length of member appointment; (d) committee responsibilities; (e) frequency of meetings (at least one per year); and (f) methods of conducting business. A roster of advisory committee members and minutes of advisory committee meetings shall be made available to the visiting team.

7.19 Outcome Measures Used to Improve Program: Evidence shall be presented showing how multiple outcome measures for example (Graduate Satisfaction with Program/Option, Employment of Graduates, Job Advancement of Graduates, Employer Satisfaction with Job Performance, Graduate Success in Advanced Programs, Student Success in Passing Certification Exams, and Advisory Committee Approval of Program) have been used to improve the overall program/option (please use the attached table 7.19). Evidence that program stakeholders participate in this process must be demonstrated.

TABLE 7.19
Outcomes Measures Used to Improve Program

ATMAE	**Program Improvements**
The Association of Technology, Management, and Applied Engineering	
Program/Option Name	
What was Done	
Why it was Done	
Supporting Evidence	
Program/Option Name	
What was Done	
Why it was Done	
Supporting Evidence	
Program/Option Name	
What was Done	
Why it was Done	
Supporting Evidence	
Program/Option Name	
What was Done	
Why it was Done	
Supporting Evidence	
Program/Option Name	
What was Done	
Why it was Done	
Supporting Evidence	

**Please provide evidence of how each Program makes available via website, student performance and achievements to the public as may be determined appropriate by the institution or the Program. (See Accreditation Policies Sections 1 through 4)

**Table 7.5 Associate's Degree Foundation Semester Hour Requirements Table
(complete a separate table for each degree/option)**

ACCREDITED BY **ATMAE** The Association of Technology, Management, and Applied Engineering **Requirements**	**School/Program Degree Requirements Course prefix, number and title**	**Semester Hours**
Communications 6-9 Semester Hours		
	Total	
Mathematics 3-12 Semester Hours		
	Total	
Physical Sciences* 3-12 Semester Hours *Life Sciences may be appropriate for selected programs of study*		
	Total	
Management and/or Technical 29-45 Semester Hours		
	Total	
General Electives 0 – 12 Semester Hours		
	Total	
ATMAE Minimum Total 60 Semester Hours	Degree Total	

Table 7.5 Bachelor's Degree Foundation Semester Hour Requirements Table
(complete a separate table for each degree/option)

ATMAE The Association of Technology, Management, and Applied Engineering **Requirements**	**School/Program Degree Requirements Course prefix, number and title**	**Semester Hours**
General Education (Humanities, English, History, Sociology, Psychology, Speech, etc.) **18-36 Semester Hours**		
	Total	
Mathematics **6-18 Semester Hours**		
	Total	
Physical Sciences* **6-18 Semester Hours** *Life Sciences may be appropriate for selected programs of study		
	Total	
Management **12-24 Semester Hours**		
	Total	

(Continued on next page)

ACCREDITED BY ATMAE The Association of Technology, Management, and Applied Engineering Requirements (continued)	(continued) **School/Program Degree Requirements Course prefix, number and title**	(continued) **Semester Hours**
Technical 24-36		
	Total	
General Electives 0–18 Semester Hours		
	Total	
ATMAE Minimum Total 120 Semester Hours	Degree Total	

Table 7.5 Master's Degree Foundation Semester Hour Requirements Table

Requirements	School/Program Degree Requirements Course prefix, number and title	Semester Hours
Communications 6-12 Semester Hours		
	Total	
Research 6-12 Semester Hours		
	Total	
Management and/or Technical 12-18 Semester Hours		
	Total	
Electives 0-6 Semester Hours		
	Total	
ATMAE Minimum Total 30 Semester Hours	Degree Total	

8. On-Site Visitation Procedures and Guidelines

8.1 Advance Preparation---

a. Accreditation Handbook(s) sent by Association of Technology, Management, and Applied Engineering (at least three months before visit) to the program contact.

b. Selection and approval of team members and team chair.

c. Completed Self-Study Report and departmental and institutional material (including a catalog for general information) to be distributed to visiting team members one month in advance of visit.

d. Faculty assembles course outlines, sample student assignments, textbooks, and examinations.

e. The team chair and institutional contact person cooperatively develop the on-site schedule including facility tours, interviews, and writing time.

f. Team Chair communicates with ATMAE travel agency and with team members to establish arrival time tables.

g. The Team chair, in cooperation with team members, make assignments of final report topics to each team member.

8.2 Initial Team Meeting ---

The team will meet with the institutional contact and program head early in the evening prior to the first day to: (a) review objectives of accreditation, (b) briefly review accreditation materials and materials provided by the institution, (c) establish time schedules (appointments and class observations), (d) discuss the "general information" of the self-study report with institutional contact person, and (e) interview program head.

8.3. First Day Schedule (suggested) ---

a. Tour laboratories, classrooms, offices, and other physical plant areas with the instructor(s) responsible for each laboratory.

b. Conduct short faculty interviews, by individual team members, so all faculty members are interviewed individually. Interview topics will include faculty member opinions of the Industrial Technology program(s) regarding its: (a) role or function, (b) strengths, and (c) areas for possible improvement.

c. Conduct short interviews with several groups of two to three representative students using the same topics as above.

d. Observe a sampling of lectures, laboratories, and related instruction.

e. Review curriculum outlines, textbooks, sample student assignments, examinations, and grading standards.

f. Solicit input from advisory committee members.

8.4 Second Day Schedule (suggested) ---

a. Conduct brief individual team member interviews on campus with selected administrators including the institution head (or his/her representative), dean, and those with responsibility in areas such as curriculum, finance, personnel, library, physical plant, planning, support service disciplines, and others.

b. Make phone calls or visits with industry and college personnel who are regularly associated with the Industrial Technology program.

c. Document team member reactions to department responses to standards and make comparisons between team member observations and interviews and information in self-study report.

d. Final meeting of team to review and agree upon major findings and recommendations to be included in the final report.

e. Make an informal verbal report to the designated highest administrative person, the institutional contact person, and the program head before leaving the campus. This report should include the identification of those standards that are thought to be in partial or non-compliance for each program or program option and the teams recommendation to the Board. This concludes the team on-site visit.

8.5 Post-Visit Actions--

a. Within two weeks, the team chair edits the Team Report and sends copies to team members for review, correction, and return mailing within one week of receipt of the report (The report may be provided to each Team Member electronically).

b. The visiting team chair sends a draft copy (marked "Draft Copy") of the Visiting Team Report to the institutional contact person for review and correction of factual errors. The institutional representative must respond within two weeks of receipt of the "Draft Copy." (The report may provided to the institutional contact electronically)

c. The team chair completes a final report and mails it to the Head of the Institution, Head of the Program, Institutional Contact Person and the Association of Technology, Management, and Applied Engineering Executive Director within 45 days of the accreditation visit. Copies are also sent to each team member. A cover letter addressed to the institution's head will indicate how the institution may officially respond to the factual accuracy of the Report and will include appeal procedures.

d. The Report is reviewed by the Association of Technology, Management, and Applied Engineering Board of Accreditation at its annual meeting. The institution's official reactions to the Team Report will be considered at this time. If the institution wishes the Board to review brief written materials related to the factual accuracy of the visiting team report, such materials must be sent to the Association of Technology, Management, and Applied Engineering Executive Director 45 days prior to the Board of Accreditation meeting.

e. The Association of Technology, Management, and Applied Engineering Board of Accreditation takes action as it deems appropriate according to the accreditation guidelines.

9. Guidelines for Institutional Self-Study Report

The institution must complete and submit a Self-Study Report which is a qualitative assessment of the strengths and limitations of the program(s), including the achievement of program and institution objectives. The following outline shall be used in developing the report:

Institutional Self-Study Report

I. The On-Site Visit--- ----------

    A. Date of the Visit

    B. Visiting Team Members

    C. Proposed On-Site Visit Agenda

    D. Current Accreditation Status of Program(s)

II. General Information-- -----

    A. The Institution

        1. Name and Address

        2. Number of Students Enrolled

            a. Total

            b. Full-time

            c. Part-time

            d. Full-time Equivalent

        3. Total Full-Time Equivalent Faculty

        4. Operating Budget

            a. Current

            b. Five-Year History

        5. Institutional Accreditation Organization(s) and Dates of Accreditation. (Note: an institution shall document any actions taken by other accrediting agencies which have either denied to the institution or program accreditation or preaccreditation status, have placed the institution or program on public probationary status, or have revoked the accreditation or preaccreditation status of the institution or program.)

        6. History of Accreditation by the Association of Technology, Management, and Applied Engineering

        7. Administration of the Institution

            a. Head

            b. Chief Academic Officer (provide name and address)

        8. Major Academic Units within the Institution

        9. Institutional Mission and Goals

        10. Relationship of Institution to Superior Governing Body

    B. Administrative Unit(s) Information

        1. Name and Address of College and/or Department Administrative Unit(s)

        2. Name(s) of Dean and/or Department Head

        3. Names of other Departments in Administrative Unit

        4. Name of Program Head(s)

        5. Names and Titles of Others with Program Administration and/or Coordination Responsibility

        6. Titles of Degrees, Programs, and Concentrations for which Accreditation is being Requested

III. Compliance With Standards--

The information contained in this section of the Self-Study Report shall deal specifically with how each program and option meets each standard. The institution is responsible for providing information which clearly illustrates how the standard and subsections of each standard are being met. Each standard shall be listed by number and typed in bold or underlined and shall be followed by a description of how each program and option complies with the standard. An example of the appropriate format is shown below:

PA.1 Preparation of Self-Study Report

Self-Analysis: The Self-Study Report shall follow the established guidelines and be completed by a representative portion of the institution's administrative staff, teaching faculty, and students.

Program Name - Option Name *(Describe here how this Program/Option complies with standard)*

(Where all Program(s)/Option(s) have the same response, please indicate in quotation marks that "All Program(s)/Option(s) have the same response.")

Program Name - Option Name *(Describe here how this Program/Option complies with standard)*

(Where all Program(s)/Option(s) have the same response, please indicate in quotation marks that "All Program(s)/Option(s) have the same response.")

Program Name - Option Name *(Describe here how this Program complies with the standard)*

(Where all Program(s)/Option(s) have the same response, please indicate in quotation marks that "All Program(s)/Option(s) have the same response.")

9.1 Resource Room Recommended Items--

 A. Course Syllabi/outlines and textbooks

 B. Faculty Vitas

 C. Graded student work including tests, reports, projects

 D. List of graduates for the last 2 years

 E. List of advisory council members with contact information

 F. Available computers and printers with internet access

 G. Telephone for contacting advisory members and/or Program graduates

 H. Documentation of student follow-up survey.

 I. Documentation of outcomes assessment.

Note 1: This list is not all inclusive.

Note 2: It is preferable that the Self-Study report and supporting documentation be provided to the Team chair and Team members electronically.

Please contact your assigned Team Chair for any additional required items or clarification of requirements in the Team Work Room.

10. Guidelines for Visiting Team Report

The visiting team report shall be a qualitative assessment regarding the accuracy of the institutional self-study report and an analysis of program and option compliance with standards. The following outline shall be used in developing the report:

Visiting Team Report

I. The On-Site Visit ---

A. Date of the Visit

B. The Visiting Team

C. On-Site Visit Agenda

D. Current Accreditation Status of Program(s)

II. General Information---

A. The Institution (Briefly summarize institutional information)

B. Administrative Unit(s) Information (Briefly summarize administrative unit information)

III. Compliance With Standards --

The information in this section shall describe how each program and option complies with, or fails to comply with each standard. Each standard shall be listed by number and typed in bold or underlined and shall be followed by a declarative statement indicating the team's evaluation of how a program or option complies with the standard. An example of the appropriate format is shown below:

7.13 Employment of Graduates: Placement, job titles, and salaries of graduates shall be tracked on a regular basis (two to five years). The jobs held by graduates shall be consistent with program/option goals. Summary data shall be available for the employment of graduates.

Program Name - Option Name

We survey our student graduates every three years to determine placement and salaries of our graduates. We have found that there is a 90% placement rate for our students in jobs consistent with program goals. The survey data is available in Appendix x.

Program Name - Option Name *(Provide narrative for this Program/Option if different from the previous narrative – if it is the same then state that "This Program/Option same as previous)*

All Program(s)/Option(s) Same: __ Compliance __ Partial Compliance __ Non-Compliance

Program/Option: Name __ Compliance __ Partial Compliance __ Non-Compliance

Program/Option: Name __ Compliance __ Partial Compliance __ Non-Compliance

Program/Option: Name __ Compliance __ Partial Compliance __ Non-Compliance

-------------------------- *continued on next page* --------------------------

7.15 Employer Satisfaction with Job Performance: Employer satisfaction with the job performance of graduates shall be tracked on a regular basis (two to five years) including employer attitudes related to the importance of the specific competencies identified for the program. Summary data shall be available showing employer satisfaction with the job performance of graduates.

Program Name - Option Name

Employer surveys are sent out every five years to determine satisfaction of our graduates, their performance and advancement. The survey also asks if the competencies identified for our program(s) meet with their approval and satisfaction. Survey information is available in Appendix x.

Program Name - Option Name *(Provide narrative for this Program/Option if different from the previous narrative – if it is the same then state that "This Program/Option same as previous)*

All Program(s)/Option(s) Same: q Compliance q Partial Compliance q Non-Compliance

Program/Option: Name q Compliance q Partial Compliance q Non-Compliance

Program/Option: Name q Compliance q Partial Compliance q Non-Compliance

Program/Option: Name q Compliance q Partial Compliance q Non-Compliance

Note: If a Program or Option meets this ATMAE Standard, and it is in Compliance, you need not provide any narrative.

IV. Summaries and Recommendations --

A. Summaries:

List all Standards in Compliance, Partial or Non-Compliance (use matrix example below) *Note: Duplicate this table if there are more than six (6) Program/Options.*

Standards	Program/Option: Engineering Management	Program/Option: Safety	Program/Option: IT/Construction	Program/Option: _____	Program/Option: _____	Program/Option: _____
6.1	C	C	C			
6.2.1	C	C	C			
6.2.2	C	P	C			
6.2.3	C	P	C			
6.2.4	C	C	P			
6.3.1	C	C				
6.3.2	C	C	N			

B. Visiting Team Recommendation

(The recommendation should include accreditation level and conditions)
(Use matrix example below)

Program/Options (Please List)	Accreditation	Accreditation Report in 2 Years	Accreditation On-Site Visit in 2 Years	Non Accreditation
Technology Management	X			
Safety		X		
IT/Construction		X		
IT/Robotics	X			

Note: Team Members should obtain the Associate or Baccalaureate Team Worksheets from the ATMAE website. Additions and or changes to the Worksheet will be reflected in these on-line documents and supersede the Handbook.

C. Conditions:

Accreditation - Report in Two Years: A written progress report is required in two years which details the corrective action taken to meet standards.

Accreditation - Report and On-Site Visit in Two Years: A written progress report by the institution and an on-site visit by one of the initial visiting team members is required in two years.

Non-Accreditation: Denial of accreditation occurs when a program does not substantially comply with standards. If a program receives Non-Accreditation status, the application for reaccreditation will be considered as an initial application and the maximum period of accreditation granted will be four years.

Figure 9.1 - Cover Sheet for Visiting Team Report

Industrial Technology
Visiting Team Report
for the
Association of Technology, Management, and Applied Engineering
Central Community College
Boston, MA
Dr. James T. Stone, President
April 6 - 8, XXXX

Previous ATMAE Accreditation(s):

November, 1977
November, 1981
November, 1987
November, 1993
November, 1999

Current Accreditation Request Date:

November 2, XXXX

Date of Accreditation Self-Study Report:

February 10, XXXX

Date of Visiting Team Report:

April 30, XXXX

Visiting Team Members:

Mr. John Doe (Team Chair)
IBM Corporation

Dr. I. M. Academic
State University

Dr. S. V. Program
Independent University

Program(s) Reviewed (with options):

Manufacturing Technology
Construction Technology
Communication Technology
Industrial Technology
Options:
Electronics
Design

11. Guidelines for Progress Report

Progress reports for ATMAE accredited programs shall include narrative on each standard that was found to be in partial or non-compliance by the Board of Accreditation. The narrative shall indicate how each program option complies with current ATMAE standards. One copy of the report is due in the ATMAE National Office forty-five (45) days prior the annual ATMAE Conference. If a visit and report are required, then one copy of the report must be sent to the visiting team member (usually the previous team chair) thirty (30) days prior to the scheduled visit. Reports shall include the following:

Title Page: The title page shall include: 1) the title of the report which shall be "Accreditation Progress Report," 2) the name of the institution and the name and address of institution head, 3) the name of the department housing the program(s), 4) the name(s) of the program(s), and 5) the date the report was submitted to the ATMAE National Office.

Table of Contents: A table of contents is optional. If a table of contents is included it should include a list of standards in partial compliance followed by a list of standards in non-compliance. The table of contents would appear as follows:

Table of Contents---

Report submission should be electronic, in a format acceptable to the ATMAE office. If appendices are necessary and they cannot be submitted electronically then you may submit the appendices only on paper. If you cannot provide the Progress Report in electronic format you may provide your report on paper, however, all paper submission must not be bound or stapled.

Reports on Standards: The Report shall cover each program and the narrative on each standard that is in partial or non-compliance shall include the following parts: 1) Standard: the standard shall be listed by number and typed in bold or

underlined, 2) Visiting Team Report: the complete narrative used in the visiting team report to describe the status at the time of the visit shall be included followed by the rating given by the Board of Accreditation (Partial Compliance or Non-Compliance), and 3) Current Program Status: a narrative is included describing the current status of the program as it relates to the standard. The format for reports on standards would appear as follows:

5.13.1 Placement Services: **Appropriate services shall be available to assist with the placement of program graduates. Placement of graduates shall be tracked and the effectiveness of the services shall be evaluated by the administrative unit containing the Industrial Technology program(s).**

Industrial Technology - Electronic Option

Visiting Team Report: While the placement services offered by the department and the Placement Services Office are excellent, the tracking of graduates in the Industrial Technology-Electronics Option is inadequate. The response of the Industrial Technology program graduates to the initial follow-up is less than half that of the college as a whole, according to Placement Office statistics; and the response rate and departmental tracking system for the Electronics Option is also inadequate. Thus, information is not available to determine the long term success of students graduating with the Industrial Technology-Electronics Option. (Board of Accreditation Rating - Partial Compliance)

Current Program Status: The Department has established a computerized database of graduates and initiated an annual follow-up survey of graduates. Data is being compiled and tracked in a longitudinal manner for all department programs. Also, we now maintain a continually updated display/record of business cards on graduates as a supplement to the annual surveys and use the display to encourage participation by graduates in the annual survey. Therefore, the long term success of all departmental graduates is now being tracked in a regular and systematic manner. The response rate for follow-up surveys of Industrial Technology-Electronics Option graduates for the most recent survey were significantly higher than the overall college response rate.

Industrial Technology - Manufacturing Option

Visiting Team Report: While the placement services offered by the department and university placement services office are excellent, the tracking of graduates in the Industrial Technology-Manufacturing Option is inadequate. The response of the Industrial Technology program graduates to the initial follow-up is less than half that of the college as a whole, according to Placement Office statistics; and the response rate and departmental tracking system for the Manufacturing Option is also inadequate. Thus, information is not available to determine the long term success of students graduating with the Industrial Technology-Manufacturing Option. (Board of Accreditation Rating - Partial Compliance)

Current Program Status: The Department has established a computerized database of graduates and initiated an annual follow-up survey of graduates. Data is being compiled and tracked in a longitudinal manner for all department programs. Also, we now maintain a continually updated display/record of business cards on graduates as a supplement to the annual surveys and use the display to encourage participation by graduates in the annual survey. Therefore, the long term success of all departmental graduates is now being tracked in a regular and systematic manner. The response rate for follow-up surveys of Industrial Technology-Manufacturing Option graduates for the most recent survey was above average for all departmental programs and significantly higher than the overall college response rate.