
The Association of Technology, Management, and Applied Engineering

2009
Accreditation Handbook



The Association of Technology,
Management, and Applied Engineering

Associate Degree Programs
Baccalaureate Degree Programs
Master Degree Programs

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5. Standards for Accreditation – Associate Degree Programs

The objective of accreditation is to ensure that programs in Industrial/Engineering Technology and Applied Engineering which are accredited meet or exceed established standards. Consideration will be given to both the qualitative and quantitative criteria set forth in these standards.

5.1 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.

5.2 Philosophy and Objectives

5.2.1 Mission: The department, college or division, and institutional mission shall be compatible with the approved definition of Industrial/Engineering Technology and Applied Engineering.

5.2.2 Program Definition: The program of study definition and purpose shall be compatible with the approved definition of Industrial/Engineering Technology and Applied Engineering.

5.2.3 Program Acceptance: Each program of study shall be understood and accepted by appropriate individuals and representative groups within the internal college or university community and the external business and industrial community.

5.2.4 Program Goals: Each program of study shall have: (1) clearly written short and long range goals and objectives, which are consistent with the program mission statement; and (2) plans for achieving them.

5.3 Program of study

5.3.1 Program Name: Each program of study and/or program option shall have appropriate titles consistent with the approved ATMAE definition of Industrial/Engineering Technology and Applied Engineering.

5.3.2 Program Level: The program of study shall lead to the associate degree, and must prepare individuals who will be employed in positions that contribute to the design, development, production, distribution, or operational support of complex technical systems. Programs designed for transfer to baccalaureate level Industrial/Engineering Technology and Applied Engineering programs will also be considered.

5.3.3 Program Definition: The program of study may have more than one option, specialization, or concentration but specific course requirements for each option shall be clearly specified, and the requirements for all program options shall meet or exceed appropriate ATMAE standards.

5.3.4 Program Emphasis: Primary emphasis in the program of study shall reflect the current technology and/or management practices of industry.

5.3.5 Foundation Requirements: Program of study shall be a minimum of 60 semester hours (or equivalent) and must meet the minimum foundation requirements shown in Table 5.1. Programs may exceed the maximum foundation requirements specified in each area, but appropriate justification shall be provided for each program and/or program option that exceeds the maximum limits. A specific list of courses and credit hours that are being counted toward each category shall be included in the Self-Study Report.

5.3.6 Course Sequencing: There shall be evidence of appropriate sequencing of course work in each program of study to ensure that concepts covered in beginning level course work are applied in advanced level courses.

5.3.7 Application of Mathematics and Science: Appropriate applications of the principles of mathematics and science shall be evident in technical and/or management course work.

5.3.8 Computer Applications: The program of study shall include instruction on computer application software and the use of computers for problem solving.

5.3.9 Communications: Oral presentations and technical report writing shall be evident in technical and/or management course requirements.

5.3.10 Industrial Experiences: Each program of study shall include appropriate industrial experiences such as industrial tours, work-study options, cooperative education, or seminars focusing on problem-solving activities related to industry. Industrial experiences shall be designed to provide an understanding of the industrial environment and what industry expects of students upon employment.

5.3.11 Competency Identification: Student competencies shall be identified for each program of study, including all options, which are relevant to current employment opportunities available to graduates.

5.3.12 Competency Validation: Validation of program of study outcomes/student competencies shall be an on-going process and shall be accomplished through a combination of external experts, industrial advisory committee(s), and follow-up studies of program graduates. Documentation of this validation shall be provided in the Self-Study.

5.3.13 Program Development, Revision and Evaluation: Program of study development, revision, and evaluation shall involve currently enrolled students, faculty, program graduates, and representative employers.

5.3.14 Transfer Course Work: Institution and/or department policies shall be used to evaluate course work transferred from other institutions. All programs/options, including those with a significant amount of transfer course work, must meet the minimum credit hour foundation course requirements (Table 5.1) in each curricular category.

5.3.15 Institutional Course Work: Students shall be required to take a minimum of 12 semester hours of Technical and/or Management course work at the institution seeking program accreditation.

5.3.16 Program Publicity: Adequate and Accurate Public Disclosure: Institutions shall broadly and accurately publicize, particularly to prospective students: (a) Industrial/Engineering Technology and Applied Engineering program goals and objectives, (b) preadmission testing, evaluation requirements, and standards, (c) assessment measures used to advance students through the program(s), and (d) fees and other charges.

5.3.17 Legal Authorization: Only institutions legally authorized under applicable state law to provide degree programs beyond the secondary level and that are recognized by the appropriate national or regional accrediting agency are considered for ATMAE accreditation.

5.3.18 Level of Instruction: All course work taken to meet program requirements must be college level. Evidence such as standardized tests or the transferability of coursework to baccalaureate level institutions shall be presented to ensure that courses which meet program requirements are college level.

5.4 Instruction

5.4.1 Course Syllabi: Course syllabi must be presented which clearly describe appropriate course objectives, content, references utilized, student activities, and evaluation criteria. Representative examples of student’s graded work shall be available for coursework.

Table 5.1 - Program of Study

Foundation Requirements	Semester Hours
Communications - Must include one course in written communication and one course in oral communication _____	6-9
Mathematics _____	3-12
Physical Sciences* _____	3-12
Technical - Computer Integrated Manufacturing, Computer Aided Design, Electronics, Materials Science/Testing, Computer Science/Technology, Packaging and Distribution, Construction, Manufacturing Processes, Automotive Technology, Aviation, Diesel Technology, and/or other courses consistent with the approved definition of Industrial/Engineering Technology and Applied Engineering and/or _____	
Management - Quality Management, Quality Control, Production Planning and Control, Supervision, Finance/Accounting, Safety Management, Facilities Layout, Materials Handling, Legal Aspects/Law, Marketing, Leadership, Project Management, International Business, Teaming, and/or other courses consistent with the approved definition. _____	29-45
Electives _____	0-12
Minimum total semester hours _____	60

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

5.4.2 Reference Materials: Appropriate reference materials such as periodicals, audio-visual materials, websites, and computer application software (when appropriate) shall be utilized for each course or series of courses to supplement textbooks or course packs.

5.4.3 Program Balance: Appropriate laboratory activity shall be included in the program(s) and a reasonable balance must be maintained in course work between the practical application of “how” and the theoretical/conceptual emphasis of “why.”

5.4.4 Problem-Solving Activities: Emphasis in instruction shall be appropriately focused on problem-solving activities which reflect contemporary industrial situations.

5.4.5 Supervision of Instruction: Appropriate supervision of instruction shall be evident throughout the program.

5.4.6 Scheduling of Instruction: The organization and scheduling of instruction shall allow adequate time for completion of appropriate homework assignments and laboratory problem-solving activities.

5.5 Faculty

5.5.1 Full-Time Faculty: Each program of study option shall have an adequate number of full-time faculty.

5.5.2 Minimum Faculty Qualifications: The review of program faculty qualifications shall include current faculty resumes providing clear evidence documenting the extent and currency of: (a) academic preparation, (b) industrial experience related to the program content area(s), (c) current certifications/licensure related to the program content area(s), (d) membership and participation in appropriate professional organizations, and (e) professional activities. The minimum academic qualifications for a regular full-time faculty member is expected to be a 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.

5.5.3 Selection and Appointment Policies: Policies and procedures utilized in the selection and appointment of regular full-time faculty shall be clearly specified and shall be conducive to the maintenance of high quality instruction.

5.5.4 Tenure and Reappointment Policies: Faculty tenure and/or reappointment policies and procedures shall be comparable to other professional program areas in the institution. Requirements in the areas of teaching, service, and scholarly activity shall be clearly specified for faculty in Industrial/Engineering Technology and Applied Engineering.

5.5.5 Faculty Loads: Faculty teaching, advising, and service loads shall be comparable to the faculty in other professional program areas at the institution. Consideration shall be given in faculty teaching load assignments to high contact hours resulting from laboratory teaching assignments.

5.6 Students

5.6.1 Admission and Retention Standards: Admission and retention standards shall be established to ensure that students enrolled are of high quality. These standards shall compare favorably with the institution's standards. Sources of information may include admission test scores, secondary school rankings, grade point averages, course syllabi, course examinations, written assignments, and oral presentations.

5.6.2 Scholastic Success of Students: Students in Industrial/Engineering Technology and Applied Engineering shall have scholastic success comparable to those in other professional curricula in the institution. Grading practices courses shall be comparable to other departments and/or programs in the institution.

5.6.3 Placement of Graduates: The initial placement, job titles, job descriptions, and salaries of graduates shall be consistent with the program(s) goals and objectives. Industry's reaction to graduates as employees must be favorable. Follow-up studies of graduates shall be conducted every two to five years. Summary statistics relating to follow-up studies of graduates shall be made available to the visiting team and the public. These statistics shall include placement rates as well as salary levels of program graduates.

5.6.4 Student Evaluation of Program(s): Evaluations of the Industrial/Engineering Technology and Applied Engineering program(s) shall be made by its graduates on a regular basis (two to five years). Reactions and recommendations shall be considered in program revisions.

5.6.5 Student Enrollment: Enrollment shall be adequate in each program area to operate the program(s) efficiently and effectively. The level of available financial and facility resources shall be considered as a constraint on the maximum number of qualified students to be admitted to the program(s). Enrollment trends shall be tracked, and factors affecting enrollment patterns shall be identified and analyzed. Enrollment projections shall be made which closely relate to short and long-range goals as well as financial and physical resource needs.

5.6.6 Advisory and Counseling Services: Adequate and timely advising and counseling services shall be available to students.

5.6.7 Ethical Practices: Ethical practices shall be fostered, including reasonable student refund policies and nondiscriminatory practices in admissions and student employment.

5.7 Administration

5.7.1 Program Administration: Programs in Industrial/Engineering Technology and Applied Engineering are expected to have an identifiable, qualified individual with direct responsibility for program coordination and curriculum development. This individual shall be a full-time employee of the institution.

5.7.2 Administrative Leadership: Individuals assigned to administer Industrial/Engineering Technology and Applied Engineering programs must demonstrate effective leadership and a high level of support.

5.7.3 Administrative Support: There must be appropriate support for Industrial/Engineering Technology and Applied Engineering from the personnel holding leadership positions in the departments and colleges where the program is administratively located.

5.8 Facilities and Equipment

5.8.1 Adequacy of Facilities and Equipment: Physical facilities and equipment, which are adequate and appropriate to serve the goals and objectives of the program(s), shall be available for each program and option. Where facilities and equipment appear to be minimal to support a quality program(s), comparisons with support levels for other professional programs at the institution will be made by the visiting team.

5.8.2 Support for Facilities and Equipment: Facility and equipment needs shall be reflected in the long range goals and objectives for the program(s) and option(s), and sources of potential funding shall be identified.

5.8.3 Appropriateness of Equipment: Equipment shall be appropriate to reflect contemporary industry. Student use of equipment reflecting current technology practices shall be evident.

5.9 Computer Systems

5.9.1 Availability of Computer Systems: Appropriate and current computer systems and software shall be available to both students and faculty. These systems must cover appropriate functions and applications in each program area. These systems may be on or off-site, as long as the systems are accessible to students and faculty.

5.9.2 Utilization of Computer Systems: Evidence shall be available which indicates that students and faculty are making significant use of computer systems related to program curricula.

5.10 Financial Resources

5.10.1 Financial Support: The budget for the Industrial/Engineering Technology and Applied Engineering program(s) shall be adequate to support program objectives. When judging adequacy, the visiting team shall make comparisons with the support levels given to other professional programs at the institution.

5.10.2 External Financial Support: There shall be evidence of external support for the program(s) in Industrial/Engineering Technology and Applied Engineering. However, this external support shall be treated as supplementary support and is to be used to achieve and maintain a high level of program excellence. This external support shall not be used to displace funding support normally provided by the institution.

5.11 Library and Information Resources

5.11.1 Information Resources: The administrative unit containing the Industrial/Engineering Technology and Applied Engineering program(s) and/or the institutional library shall have access to technology resources, literature, and reference materials adequate to meet the curriculum and research needs of students and faculty.

5.11.2 Utilization of Information Resources: Evidence shall be available which indicates that students and faculty are making adequate and appropriate use of library and reference resources.

5.12 Support Personnel

Support Personnel: Personnel such as teaching assistants, student workers, office professionals, and laboratory technicians shall be adequate to support program objectives.

5.13 Placement Services

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 placement services shall be evaluated by the administrative unit containing the Industrial/Engineering Technology and Applied Engineering program(s).

5.13.2 Cooperative Education/Internship: If cooperative education/internship is either a required or an elective part of the program then appropriate services shall be provided to assist with the placement and supervision of students.

5.14 Industrial Advisory Committee(s)

5.14.1 Program Advisory Committee(s): An industrial advisory committee shall assist in the validation of program content. 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 shall be presented to indicate the: (a) procedures used in selecting members, (b) length of appointment, (c) organization of the committee, (d) committee responsibilities, (e) frequency of meetings, and (f) methods of conducting business.

5.14.2 Advisory Committee Meetings: The industrial advisory committee(s) shall meet at least once each year and minutes shall be kept of these meetings showing agenda items, actions taken, and recommendations made.

5.15 Educational Innovation

Educational Innovation: There shall be evidence that program objectives are based upon long-range planning related to the industries being served. Program content must be current in both content and delivery of instruction.

5.16 Assessment

Assessment Plan and Integration: An assessment plan shall be comprised of, but not limited to, the following for each program: (1) program mission statement, (2) program outcomes/student competencies, (3) evidence that the program incorporates these outcomes/student competencies, (4) assessment measures used to evaluate student mastery of the student competencies stated, (5) compilation of the results of the assessment measures, and (6) evidence that these results are used to improve the program.

6. Standards for Accreditation – Baccalaureate Degree Programs

The objective of accreditation is to ensure that programs in Industrial/Engineering Technology and Applied Engineering which are accredited meet or exceed established standards. Consideration will be given to both the qualitative and quantitative criteria set forth in these standards.

6.1 Preparation of Self-Study Report

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

6.2 Philosophy and Objectives

6.2.1 Mission: The department, college, and institutional missions shall be compatible with the approved definition of Industrial/Engineering Technology and Applied Engineering

6.2.2 Program Definition: The program of study definition and purpose shall be compatible with the approved definition of Industrial/Engineering Technology and Applied Engineering.

6.2.3 Program Acceptance: Each program of study shall be understood and accepted by appropriate individuals and representative groups within the internal university community and the external business and industrial community.

6.2.4 Program Goals: Each program of study shall have: (1) clearly written short and long range goals and objectives, which are consistent with the program mission statement; and (2) plans for achieving them.

6.3 Program of study

6.3.1 Program Name: Each program of study and/or program option shall have appropriate titles consistent with the approved ATMAE definition of Industrial/Engineering Technology and Applied Engineering.

6.3.2 Program Level: The program of study shall lead to the baccalaureate degree, and not less than the junior and senior years of baccalaureate level study shall be offered by the institution seeking accreditation. Appropriate lower division requirements may be offered by the same institution or may be transferred from other institutions such as community colleges and technical institutes.

6.3.3 Program Definition: The program of study may have more than one option, specialization, or concentration; but specific course requirements for each option shall be clearly specified, and the requirements for all program options shall meet or exceed appropriate ATMAE standards.

6.3.4 Program Emphasis: Primary emphasis in the program of study shall reflect the current technology and management of industry.

6.3.5 Foundation Requirements: Program of study shall be a minimum of 120 semester hours (or equivalent) and must meet the minimum foundation requirements shown in Table 6.1. Programs may exceed the maximum foundation requirements specified in each area, but appropriate justification shall be provided for each program and/or program option that exceeds the maximum limits. A specific list of courses and credit hours that are being counted toward each curricular category shall be included in the Self-Study Report.

6.3.6 Course Sequencing: There shall be evidence of appropriate sequencing of course work in each program of study to ensure that advanced level courses build upon concepts covered in beginning level course work.

6.3.7 Application of Mathematics and Science: Appropriate applications of the principles of mathematics and science shall be evident in technical and management course work.

6.3.8 Computer Applications: The program of study shall include instruction on computer application software, and the use of computers for information retrieval and problem solving.

6.3.9 Communications: Oral presentations and technical report writing shall be evident in both technical and management course requirements.

6.3.10 Industrial Experience: Each program of study shall include appropriate industrial experiences such as industrial tours, work-study options/cooperative education, and/or senior seminars focusing on problem-solving activities related to industry. Industrial experiences shall be designed to provide an understanding of the industrial environment and what industry expects of students upon employment.

6.3.11 Competency Identification: Student competencies shall be identified for each program of study, including all options, which are relevant to current employment opportunities available to graduates.

6.3.12 Competency Validation: Validation of program of study outcomes/student competencies shall be an on-going process and shall be accomplished through a combination of external experts, industrial advisory committee(s), and follow-up studies of program graduates. Documentation of this validation shall be provided in the Self-Study.

6.3.13 Program Development, Revision, and Evaluation: Program of study development, revision, and evaluation shall involve currently enrolled students, faculty, program graduates, and representative employers.

6.3.14 Transfer Course Work: Institution and/or department policies shall be used to evaluate course work transferred from other institutions. All programs/options, including those with a significant amount of transfer course work, must meet the minimum credit hour foundation course requirements (Table 6.1) in each curricular category.

6.3.15 Upper Division Course Work: Students shall successfully complete a minimum of 15 semester hours of junior and/or senior level major courses at the institution seeking program accreditation.

6.3.16 Program Publicity - Adequate and Accurate Public Disclosure: Institutions shall broadly and accurately publicize, particularly to prospective students: (a) Industrial/Engineering Technology and Applied Engineering program goals and objectives, (b) preadmission testing, evaluation requirements, and standards, (c) assessment measures used to advance students through the program(s), and (d) fees and other charges.

6.3.17 Legal Authorization: Only institutions legally authorized under applicable state law to provide degree programs beyond the secondary level, and that are recognized by the appropriate national or regional accrediting agency, are considered for ATMAE accreditation.

6.4 Instruction

6.4.1 Course Syllabi: Course syllabi must be presented which clearly describe appropriate course objectives, content, references utilized, student activities, and evaluation criteria. Representative examples of student's graded work shall be available for coursework

6.4.2 Reference Materials: Appropriate reference materials such as periodicals, audio-visual materials, websites, and computer application software (when appropriate) shall be utilized for each course or series of courses to supplement textbooks or course packs.

6.4.3 Program Balance: Appropriate laboratory activity shall be included in the program(s) and a reasonable balance must be maintained in course work between the practical application of "how" and the theoretical/conceptual emphasis of "why."

Table 6.1 - Program of Study

Foundation Requirements	Semester Hours
General Education - Humanities, English, History, Economics, Sociology, Psychology, Speech, etc. _____	18-36
Mathematics - Algebra, Trigonometry, Analytical Geometry, Calculus, Statistics, etc. _____	6-18
Physical Sciences - Physics, Chemistry, etc* _____	6-18
Management - Quality Management, Quality Control, Production Planning and Control, Supervision, Finance/Accounting, Safety Management, Facilities Layout, Materials Handling, Legal Aspects/Law, Marketing, Leadership, Project Management, International Business, Teaming, and/or other courses consistent with the approved definition. _____	12-24
Technical - Computer Integrated Manufacturing, Computer Aided Design, Electronics, Materials Science/Testing, Computer Science/Technology, Packaging and Distribution, Construction, Manufacturing Processes, and/or other courses consistent with the approved definition. _____	24-36
Electives _____	0-18
Minimum total semester hours _____	120

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

NOTE: BCSP (Board of Certified Safety Professionals). 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.

6.4.4 Problem-Solving Activities: Emphasis in instruction shall be focused on problem-solving activities which reflect contemporary industrial applications.

6.4.5 Supervision of Instruction: Appropriate supervision of instruction shall be evident throughout the program.

6.4.6 Scheduling of Instruction: The organization and scheduling of instruction shall allow adequate time for completion of appropriate homework assignments and laboratory problem-solving activities.

6.5 Faculty

6.5.1 Full-Time Faculty: Each program of study option shall have an adequate number of full-time faculty.

6.5.2 Minimum Faculty Qualifications: The review of program faculty qualifications shall include current faculty resumes providing clear evidence documenting the extent and currency of: (a) academic preparation, (b) industrial experience at the management/supervisory levels, (c) applied industrial experience related to the program content area(s), (d) current certifications/licensure related to the program content area(s), (e) membership and participation in appropriate professional organizations, and (f) scholarly activities. The minimum academic qualifications for regular tenure track, or full time, faculty members shall be a graduate degree in a discipline closely related to the instructional assignment.

6.5.3 Academic Preparation of Faculty: 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 appropriately defined terminal degree. 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.

6.5.4 Selection and Appointment Policies: Policies and/or procedures utilized in the selection and appointment of faculty shall be clearly specified and shall be conducive to the maintenance of high quality instruction.

6.5.5 Tenure and Reappointment Policies: Faculty tenure and/or reappointment policies and procedures shall be comparable to other professional program areas in the institution. Requirements in the areas of teaching, service, and scholarly activity shall be clearly specified for faculty in Industrial/Engineering Technology and Applied Engineering.

6.5.6 Faculty Loads: Faculty teaching, advising, and service loads shall be comparable to the faculty in other professional program areas at the institution. Consideration shall be given in faculty teaching load assignments to high contact hours resulting from laboratory teaching assignments.

6.6 Students

6.6.1 Admission and Retention Standards: Admission and retention standards shall be used to ensure that students enrolled are of high quality. These standards shall compare favorably with the institutional standards. Sources of information may include admission test scores, secondary school rankings, grade point averages, course syllabi, course examinations, written assignments, and oral presentations.

6.6.2 Scholastic Success of Students: Students in Industrial/Engineering Technology and Applied Engineering shall have scholastic success comparable to those in other professional curricula in the institution. Grading practices shall be comparable to other departments and/or programs in the institution.

6.6.3 Placement of Graduates: The initial placement, job titles, job descriptions, and salaries of graduates shall be consistent with the program(s) goals and objectives. Industry's reaction to graduates as employees must be favorable. Follow-up studies of graduates shall be conducted every two to five years. Summary statistics relating to follow-up studies of graduates shall be made available to the visiting team and the public. These statistics shall include placement rates as well as salary levels of program graduates.

6.6.5 Student Evaluation of Program(s): Evaluations of the Industrial/Engineering Technology and Applied Engineering program(s) shall be made by its graduates on a regular basis (two to five years). Reactions and recommendations shall be considered in program revisions.

6.6.6 Student Enrollment: Enrollment shall be adequate in each program area to operate the program(s) efficiently and effectively. The level of available financial and facility resources shall be considered as a constraint on the maximum number of qualified students to be admitted to the program(s). Enrollment trends shall be tracked, and factors affecting enrollment patterns shall be identified and analyzed. Enrollment projections shall be made which relate closely to short and long-range goals, as well as financial and physical resource needs.

6.6.7 Advisory and Counseling Services: Adequate and timely advising and counseling services shall be available to students.

6.6.8 Ethical Practices: Ethical practices shall be fostered, including reasonable student refund policies and nondiscriminatory practices in admissions and student employment.

6.7 Administration

6.7.1 Program Administration: Programs in Industrial/Engineering Technology and Applied Engineering are expected to have an identifiable, qualified individual with direct responsibility for program coordination and curriculum development. This individual shall be a full-time employee of the institution.

6.7.2 Administrative Leadership: Individuals assigned to administer Industrial/Engineering Technology and Applied Engineering programs must demonstrate effective leadership and a high level of support.

6.7.3 Administrative Support: There must be appropriate support for Industrial/Engineering Technology and Applied Engineering from the personnel holding leadership positions in the departments and colleges where the program is administratively located.

6.8 Facilities and Equipment

6.8.1 Adequacy of Facilities and Equipment: Physical facilities and equipment, which are suitable to serve the goals and objectives of the program(s), shall be available for each program and option. Where facilities and equipment appear to be minimal to support a quality program(s), comparisons with support levels for other professional programs at the institution will be made by the visiting team.

6.8.2 Support for Facilities and Equipment: Facility and equipment needs shall be reflected in the long range goals and objectives for the program(s) and option(s), and sources of potential funding shall be identified.

6.8.3 Appropriateness of Equipment: Equipment shall be appropriate to reflect contemporary industry. Student use of equipment reflecting current technology practices shall be evident.

6.9 Computer Systems

6.9.1 Availability of Computer Systems: Appropriate and current computer systems and software shall be available to both students and faculty. These systems must cover appropriate functions and applications in each program area. These systems may be on or off-site, as long as the systems are accessible to students and faculty.

6.9.2 Utilization of Computer Systems: Evidence shall be available which indicates that students and faculty are making significant use of computer systems related to program curricula.

6.10 Financial Resources

6.10.1 Financial Support: The budget for the Industrial/Engineering Technology and Applied Engineering program(s) shall be adequate to support program objectives. When judging sufficiency, the visiting team shall make comparisons with the support levels given to other professional programs at the institution.

6.10.2 External Financial Support: There shall be evidence of external support for the program(s) in Industrial/Engineering Technology and Applied Engineering. However, this external support shall be treated as supplementary support, and is to be used to achieve and maintain a high level of program excellence. This external support shall not be used to displace funding support normally provided by the institution.

6.11 Library and Information Resources

6.11.1 Library and Internet Resources: The administrative unit containing the Industrial/Engineering Technology and Applied Engineering program(s) and/or the institutional library shall have access to technology resources, literature, and reference materials adequate to meet the curriculum and research needs of students and faculty.

6.11.2 Utilization of Library and Internet Resources: Evidence shall be available which indicates that students and faculty are making adequate and appropriate use of library and reference resources.

6.12 Support Personnel

Support Personnel: Personnel such as teaching assistants, student workers, office professionals, and laboratory technicians shall be adequate to support program objectives.

6.13 Placement Services

6.13.1 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 placement services shall be evaluated by the administrative unit containing the Industrial/Engineering Technology and Applied Engineering program(s).

6.13.2 Cooperative Education/Internship: If cooperative education or internship is either a required or an elective part of the program, then appropriate services shall be provided to assist with the placement and supervision of students.

6.14 Industrial Advisory Committee(s)

6.14.1 Program Advisory Committee(s): An industrial advisory committee shall assist in the validation of program content. 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 shall be presented to indicate the: (a) procedures used in selecting members, (b) length of appointment, (c) organization of the committee, (d) committee responsibilities, (e) frequency of meetings, and (f) methods of conducting business.

6.14.2 Advisory Committee Meetings: The industrial advisory committee(s) shall meet at least once each year, and minutes shall be kept of these meetings showing agenda items, actions taken, and recommendations made.

6.15 Educational Innovation

Educational Innovation: There shall be evidence that program objectives are based upon long-range planning related to the industries being served. Program content must be current in both content and delivery of instruction.

6.16 Assessment

Assessment Plan and Integration: An assessment plan shall be comprised of, but not limited to, the following for each program: (1) program mission statement, (2) program outcomes/student competencies, (3) evidence that the program incorporates these outcomes/student competencies, (4) assessment measures used to evaluate student mastery of the student competencies stated, (5) compilation of the results of the assessment measures, and (6) evidence that these results are used to improve the program.

7. On-Site Visitation Procedures and Guidelines

7.1 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.

7.2 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.

7.3. 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/Engineering Technology and Applied Engineering 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.

7.4 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/Engineering Technology and Applied Engineering 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.

7.5 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).

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- 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.

8. 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

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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:

5.1 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.")

8.1 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.

9. 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:

5.4.3 Program Balance: Appropriate laboratory activity shall be included in the program(s) and a reasonable balance must be maintained in course work between the practical application of "how" and the conceptual emphasis of "why."

Program Name - Option Name

Each course that contains a laboratory component was listed in the Self-Study Report. The manner for listing lecture and lab hour requirements is as follows: (2-4-4). This number arrangement indicates that the course has two hours of classroom work, four hours of laboratory, and four semester hours of credit is granted. The courses listed suggested that the courses included in the curriculum have a reasonable balance of practical application of "how" and the conceptual emphasis of "why." Students stated that lab hours were adequate to achieve their goals. Instructors as well as graduate assistants are available to conduct lab activities. There was evidence of activities demonstrating projects in progress during the tour of labs.

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

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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/Engineering Technology and Applied Engineering program(s).

Program Name - Option Name

Through the Centralized Placement Office, services are available to assist Industrial/Engineering Technology and Applied Engineering students in obtaining employment upon graduation. Opportunities for career days, resume writing, interview skills, and accommodations for company recruiters are all available through the centralized office. It appears there needs to be a more effective way to track graduates of the program since little data was available on placement of graduates. The Placement Office and the Department need to more effectively address the tracking issue.

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

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

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

10. Guidelines for Progress Reports

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 to 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

Program: Industrial Technology - Electronics Option:

Standards in Partial Compliance:

Standard 5.3.5	page 2
Standard 5.3.16	page 2
Standard 5.4.7	page 3
Standard 5.13.1	page 4

Standards in Non-Compliance:

Standard 5.6.1	page 6
Standard 5.9.1	page 7
Standard 5.10.1	page 8

Program: Industrial Technology - Manufacturing Option:

Standards in Partial Compliance:

Standard 5.3.5	page 2
Standard 5.3.16	page 2
Standard 5.4.7	page 3
Standard 5.13.1	page 4

Standards in Non-Compliance:

Standard 5.6.1	page 6
Standard 5.9.1	page 7
Standard 5.10.1	page 8

NOTE: Table of Contents page numbers refer to the Progress Report

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/Engineering Technology and Applied Engineering 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.

11. Guidelines for Progress Report and Visit

The institution shall prepare their Progress Report as outlined in Section 10. “Guidelines for Progress Report”.

The visiting team member shall prepare their report as outlined in Section 9. “Guidelines for Visiting Team Report” however, only the standards in partial or non-compliance, as detailed in the institutions Progress Report, shall be reported.

Note: The ATMAE office may modify some procedural and proforma items to enhance the visit process. Team chairs and members should always check the “Accreditation” page of the ATMAE website at www.ATMAE.org for changed or additional information. Team forms may also be obtained from the ATMAE website

12. Definition of Terms

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.

APPENDIX - Request for Accreditation or Reaccreditation Form

See ATMAE Website for Form or go to: <http://www.ATMAE.org/accred/wordaccreditationrequest.doc>