

# ATMAE Accreditation Accreditation Program Policies and Procedures



The Association of Technology,  
Management, and Applied Engineering

## Table of Contents

<b>1. <u>Introduction</u></b>	<b>2-3</b>
<u>1.1 Purpose</u>	2
<u>1.2 Definition Industrial/Engineering Technology and Applied Engineering - Degree Programs</u>	2
<u>1.3 Associate Degree Programs</u>	2
<u>1.4 Baccalaureate Degree Programs</u>	3
<u>1.5 Master Degree Programs</u>	3
<u>1.6 Responsibility</u>	3
<b>2. <u>Administrative Organization</u></b>	<b>3-12</b>
<u>Figure 2.1 – Functional Decision-Making Authority for Accreditation Activities</u>	4
<u>2.1 Board of Accreditation</u>	4-8
<u>2.1.1 Membership; Vacancy; Term of Office; Term Limits</u>	4-6
<u>2.1.2 Authority of the Board; Authority of the chair</u>	7
<u>2.1.3 Board Meetings</u>	7
<u>2.1.4 Institutional Notification of Board Decisions</u>	7
<u>2.1.5 Validity and Reliability Officer</u>	7
<u>2.1.6 Program Sponsors</u>	8
<u>2.2 Appeals Panel</u>	8-9
<u>2.3 Accreditation Personnel &amp; Policy Recommendation Committee</u>	9-10
<u>2.4 Visiting Accreditation Teams</u>	10
<u>2.5 Approved Consultants</u>	11
<u>2.6 Standards and Accreditation Committee</u>	11-12
<u>2.7 Conflict of Interest</u>	12
<u>2.8 Accreditation Personnel</u>	12
<b>3. <u>Accreditation Policies</u></b>	<b>12-16</b>
<u>3.1 Type of Programs</u>	12
<u>3.2 Request for Accreditation</u>	12-13
<u>3.3 The Visiting Team</u>	13
<u>3.4 Schedule for Visitations</u>	13
<u>3.5 Notification of Visit</u>	13
<u>3.6 Cost of Accreditation</u>	13-14
<u>3.7 Self-Study Report</u>	14
<u>3.8 Visiting Team Report</u>	14
<u>3.9 Board of Accreditation Action</u>	14
<u>3.10 Accreditation Publicity</u>	14
<u>3.11 Appeals Request</u>	14
<u>3.12 Review of Complaints</u>	15
<u>3.13 Review and Approval of Accreditation Policies, Procedures, and Standards</u>	15
<u>3.14 Accreditation Status of Programs</u>	15
<u>3.15 Related Accreditation Agency Status</u>	16
<u>3.16 Requests for Extensions</u>	16
<u>3.17 Program Changes During an Accreditation Period</u>	16
<b>4. <u>Accreditation Periods and Actions</u></b>	<b>17</b>
<u>4.1 Accreditation Periods</u>	17
<u>4.2 Accreditation Actions</u>	17
<u>4.3 Loss of Accreditation</u>	17
<u>4.4 New Programs in Institutions with ATMAE Accredited Programs</u>	17
<b>5. <u>APPENDIX A: An Amendment to ATMAE Accreditation Policies and Procedures</u></b>	<b>18-19</b>

## 1. Introduction

### 1.1 Purpose:

The primary purpose of the Association of Technology, Management, and Applied Engineering accreditation is to provide recognition of the attainment of certain professional goals and standards for Technology, Management, and Applied Engineering. The secondary purpose is to encourage others to strive toward these goals and standards. Each curricular pattern will be reviewed in terms of its stated objectives, content, methods, supporting resources, and evaluation systems.

### 1.2 Definition of Technology and Applied Engineering – Degree Programs:

Technology, Management, and Applied Engineering is a field of study designed to prepare technical and/or technical management-oriented professionals for employment in business, industry, education, and government.

Technology, Management, and Applied Engineering degree programs and professionals in Technology careers typically will be involved with the

- a. application of theories, concepts, and principles found in the humanities and the social and behavioral sciences, including a thorough grounding in communication skills.
- b. understanding of the theories and the ability to apply the principles and concepts of mathematics and science and the application of computer fundamentals.
- c. application of concepts derived from, and current skills developed in a variety of technical, management, applied engineering, and related disciplines.
- d. completion of a field of specialization, for example, graphics, construction, safety, manufacturing, automation, electronics, design, transportation, distribution, Computer Aided Design, aviation, and other disciplines.

**Technology and Applied Engineering degree programs shall be referred to as “Degree Programs” from Section 1.6 on.**

### 1.3 Associate Degree Programs:

Two-year programs accredited in community colleges, technical institutes, and four-year colleges and universities shall lead to the associate degree and be within the Association of Technology, Management, and Applied Engineering definition of Technology, Management, and Applied Engineering. Programs considered for accreditation shall prepare individuals for positions that contribute to the design, development, production, distribution, or operational support of complex technical systems.

Examples of the names of typical programs which may be considered for accreditation include the following: Manufacturing Technology, Engineering Technology, Electrical/Electronics Technology, Production Technology, Industrial Safety Technology, Computer Technology, Construction Technology, Design Technology, Computer Aided Manufacturing (CAM) Technology, Automation Technology, Polymer Technology, Transportation Technology, or CAD. Degree programs designed specifically for transfer to baccalaureate level Technology and Applied Engineering programs will also be considered. *(For examples, please refer to the ATMAE website for a list of additional examples.)*

#### **1.4 Baccalaureate Degree Programs:**

Four-year programs accredited in colleges and universities shall lead to the baccalaureate degree and shall be designed to prepare management-oriented technical professionals. Programs will include at least the junior and senior years of a baccalaureate program, with appropriate lower division course work from the four-year institution or from associated community colleges and/or technical institutes. Technology, Management, and Applied Engineering curricula which combine liberal education with professional-level technical management may be evaluated for accreditation at the baccalaureate degree level. Programs considered for accreditation must prepare students for technical and/or technical management positions in areas such as industrial planning, production, supply, product market research, technical sales, and/or other comparable fields.

Examples of the names of typical programs which may be considered for accreditation, in addition to Technology and Applied Engineering, include the following: Manufacturing/Production Technology, CAD, Electronics Technology, Computer Technology, Packaging Technology, Construction Management, Manufacturing Systems, Industrial Distribution Technology, Aerospace/Aviation Technology, Engineering Management, or Engineering Technology. *(Please refer to the ATMAE website of accredited programs for further examples.)*

#### **1.5 Master Degree Programs:**

Master Degree Programs are also considered for accreditation by ATMAE under the ATMAE Outcomes Assessment Model. *(Please refer to the ATMAE website of accredited programs for further examples.)*

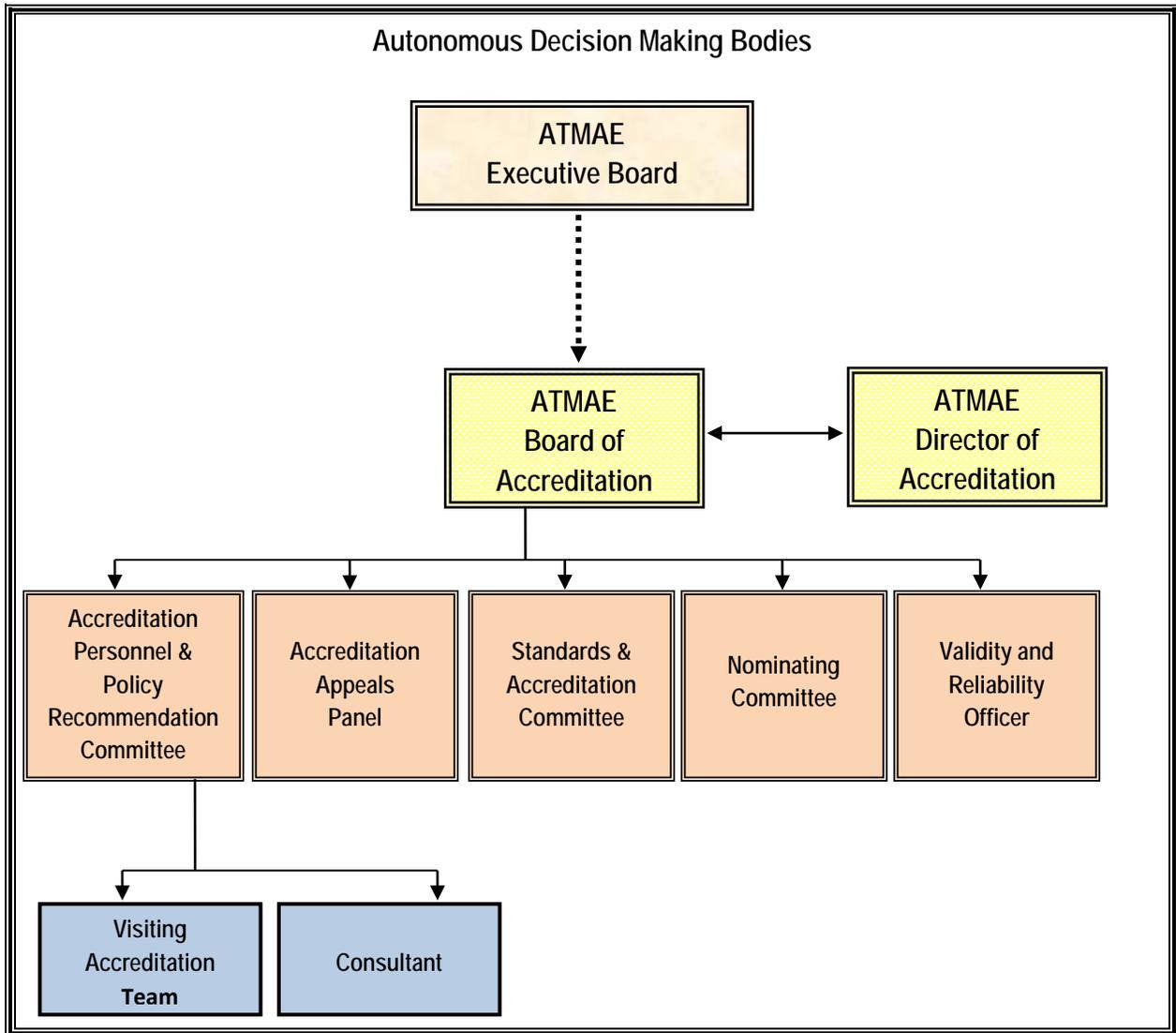
#### **1.6 Responsibility:**

The Association of Technology, Management, and Applied Engineering is dedicated to the establishment and maintenance of curricula for degree programs as defined in 1.2 and derives the authority and responsibility for accreditation from its Constitution and Bylaws which state, "A Board of Accreditation is established to coordinate and conduct all accreditation activity of the Association and the Board of Accreditation is the autonomous decision-making body with final authority for creating policies and procedures related to accreditation activities..." The Association of Technology, Management, and Applied Engineering has been involved in the accreditation process since 1974.

## **2. Administrative Organization**

Functional decision-making authority for implementing all aspects of the accreditation process is the responsibility of the Board of Accreditation and the Accreditation Personnel & Policy Recommendation Committee. Decisions reached by these two autonomous decision-making bodies are not subject to approval by any other officers, committees, or boards of the Association of Technology, Management, and Applied Engineering. The existence of the Accreditation Program and existence of the Board of Accreditation remain under the establishing authority of the ATMAE Executive Board. The Director of Accreditation is the executive with authority over operations of the Accreditation program, pursuant to the Bylaws of the Association or by contractual agreement. Figure 2.1 illustrates the relationship of these two autonomous units to other administrative units of Association of Technology, Management, and Applied Engineering.

Figure 2.1 – Functional Decision-Making Authority for Accreditation Activities



**2.1 Board of Accreditation: Membership; Vacancy; Term of Office; Term Limits:**

**2.1.1 Membership:** The Board of Accreditation consists of up to 15 members. The Nominating Committee in performing its duties as authorized under section 2.1.1.m shall select nominees so that the members of the Board of Accreditation provide representation with broad geographic representation in which accredited programs are located. Members of the Board of Accreditation shall be approved by the Board of Accreditation and appointed by the chair, as provided in this section:

**2.1.1.a Universities / 4-Year Degree Program Representatives:** Four ATMAE members from the Professional 4-Year Academic membership class shall be appointed to a 3-year term of office by the Board of Accreditation. The appointees must be individuals who are approved Accreditation Visiting Team members who have served on at least one accreditation visit within the six years preceding their appointment, and must be employed by or have Emeritus status with a 4-year academic institution.

## *ATMAE Accreditation Program Policies and Procedures*

November 2016 Revisions

- 2.1.1.b Community Colleges / 2-Year Degree Program Representatives:** Four ATMAE members from the Professional 2-Year Academic membership class shall be appointed to a 3-year term of office by the Board of Accreditation. The appointees must be individuals who are approved Accreditation Visiting Team members who have served on at least one accreditation visit within the six years preceding their appointment, and must be employed by or have Emeritus status with a 2-year institution.
- 2.1.1.c Student Representatives:** One or two ATMAE members from the Student membership class shall be appointed to a 2-year term of office by the Board of Accreditation. The Student representatives may be 2-Year, 4-Year, Masters, or Doctoral students. A Student Representative may complete their term of office as a Student Representative if their status as a student ends during their term of office. A student representative must be enrolled at an institution with ATMAE accreditation at the time of their appointment.
- 2.1.1.d Industry Representatives:** One or two individuals shall be appointed to a 3-year term of office as Industry Representatives by the Board of Accreditation. The individual or individuals appointed shall be either a Professional Industry member of ATMAE, a Retired member of ATMAE who had been Professional Industry members prior to retirement, a member of the industrial advisory board of a degree program accredited by ATMAE, or an individual working in industry who desires to serve on the Board of Accreditation. An individual may serve as an Industry Representative despite not currently working in industry if the individual had been working in industry within the ten years prior to the beginning of their term of office.
- 2.1.1.e Public Representatives:** One or two individuals shall be appointed to a 3-year term of office as Public Representatives by the Board of Accreditation. A Public Representative is an individual who is appointed from the public sector to represent the interests of the public. This individual cannot be a member of ATMAE or have any relationship with an ATMAE accredited institution or a potential candidate for accreditation that could interfere with their ability to exercise objectivity in the accreditation process.
- 2.1.1.f Board Chair and Chair-Elect:** The chair of the Board of Accreditation shall be elected to a 4-year term of office by the Board of Accreditation, and shall first serve a 1-year term as Chair-Elect before beginning the 4-year term of office as chair. The chair of the Board of Accreditation shall communicate the name or names of recommended nominees for appointment as chair-elect of the Board of Accreditation to the chair of the Accreditation Personnel & Policy Committee and the Director of Accreditation at least 60 days prior to the Annual Accreditation Hearings at which the new Chair-Elect will begin their 1-year term of office. At the time of appointment, the Chair-Elect appointee must be an ATMAE member who has served as a Team chair or Team member on a minimum of three ATMAE Accreditation Visiting Teams within the ten years prior to the beginning of their term of office as Chair-Elect.
- 2.1.1.g Program Sponsors:** Program Sponsors as provided for in section 2.1.6 shall elect or appoint one (1) representative on the Board for each ten (10) institutions with ATMAE accredited programs in their sponsorship area, up to a maximum of three (3) Board positions. The number of Program Sponsor representatives shall be determined by the chair of the Board of Accreditation and the Director of Accreditation. Program Sponsor representatives shall be appointed to three (3) year terms and when Sponsors have more than one representative the terms shall be staggered. Each Program Sponsor shall provide the names of newly elected or appointed representatives to the Director of Accreditation at least ninety (90) days prior to the annual Conference.

## **ATMAE Accreditation Program Policies and Procedures**

November 2016 Revisions

- 2.1.1.h Vacancy in Office of Chair:** In the event of resignation, absence, disability, death or other inability to serve in office by the chair of the Board of Accreditation, the chair of the Standards and Accreditation Committee shall serve as chair of the Board of Accreditation. If more than 18 months remain in the term of office of the chair, the Board of Accreditation shall appoint a qualified individual to serve the remainder of the term of office after recommendation of a qualified individual or individuals by the Board of Accreditation Nominating Committee.
- 2.1.1.i Vacancy in Office of Representatives:** In the event of resignation, absence, disability, death or other inability to serve in by a Representative to the Board of Accreditation, or if the representative's status changes such that they are ineligible to serve in the representative capacity to which they were appointed, the chair of the Board of Accreditation shall appoint a qualified individual to complete the remainder of the term.
- 2.1.1.j Beginning and End of Term of Office; Representatives and Chair; Chair-Elect:** The term of office of representatives and the chair shall begin at the end of the Board of Accreditation business meeting in the year that the term of office for that person begins, and the term concludes at the end of the Board of Accreditation Business meeting in the year in which the term of office for that person ends. The one-year term of office of the Chair-Elect shall begin at the beginning of the Board of Accreditation Hearings in the year preceding the year in which the individual's term as chair of the Board of Accreditation will begin.
- 2.1.1.k Initial Terms of Office; May Be Shortened to Provide Continuity:** With respect to the first appointments of representatives to the Board of Accreditation under section 2.1.1, the terms of office of the representatives, excluding the chair, may be varied by the Board of Accreditation from the terms of office noted in sections 2.1.1.a through 2.1.1.e to shorter terms of office, so as to provide for continuity of experienced leadership on the Board of Accreditation.
- 2.1.1.l Limit on Consecutive Terms of Office:** No representative to the Board of Accreditation shall nor the chair of the Board of Accreditation shall serve more than two consecutive terms of office. An individual who previously served two consecutive terms may be appointed to a new term of office provided that the new term begins no sooner than the Board of Accreditation Business Meeting two annual cycles after the prior term was completed. The Board Chair has the ability to grant an exception to a term based on due cause.
- 2.1.1.m Nominating Committee:** The chair or the Board of Accreditation may create a Nominating Committee to assist the Board in selecting individuals for appointment to the offices on the Board of Accreditation, including the chair of the Board of Accreditation, pursuant to section 2.1.1. The chair of the Board of Accreditation shall appoint the members of the Nominating Committee. The chair of the Nominating Committee must be a member of the Board of Accreditation. The Nominating Committee must include an ATMAE member from the Professional 2-Year Academic membership class and an ATMAE member from the Professional 4-Year Academic membership class. The chair of the Board of Accreditation may appoint other members to the Nominating Committee as needed, including individuals not serving as members of the Board of Accreditation. The chair of the Nominating Committee must communicate the slate of nominees for appointment to the chair of the Board of Accreditation at least 90 days prior to the date on which the new terms of office will begin.

## ***ATMAE Accreditation Program Policies and Procedures***

November 2016 Revisions

**2.1.2 Authority of the Board; Authority of the Chair:** The Board of Accreditation has autonomous decision-making authority for the following activities:

- a. determining accreditation status, including length of accreditation period (within approved guidelines), and determining special institutional requirements (such as focused reports) during the accreditation period.
- b. creating and charging a committee to assist the Board in its duties. The chair of the Board of Accreditation also has authority to create and charge a committee. The chair of the Board of Accreditation shall make the appointments to all committees, including appointment of the chair of the committee, unless determination of the membership of a committee and the chair is otherwise provided in section 2.
- c. appointing representatives to the Board of Accreditation as provided in section 2.1.1; the chair of the Board of Accreditation has authority to make appointments due to vacancies as provided in section 2.1.1.
- d. making decisions which may be reasonably inferred to be within the Board of Accreditation's authority in order to execute policies and procedures established or authorized to be established pursuant to the Handbook.
- e. set fees for accreditation.

**2.1.3 Board Meetings:** The Board is required to meet at the annual convention of the Association of Technology, Management, and Applied Engineering. Other meetings may be called by the chair of the Board of Accreditation. A majority of the serving members of the Board of Accreditation shall constitute a quorum for conducting business. The chair of the Board of Accreditation shall preside at all meetings of the Board of Accreditation. The Board of Accreditation shall conduct business at its meetings, but the Board of Accreditation shall establish a policy to allow for conducting business and voting by electronic communication means outside of a regular meeting, provided that such policy ensures that a quorum of the Board of Accreditation participates in such a vote, and that a record of the result of such electronic votes is included in the minutes of the next regularly scheduled Board of Accreditation meeting.

**2.1.3.1 Vice-Chair:** At the beginning of each meeting, the Board shall elect a Vice-Chair from the Board of Accreditation representatives in attendance. The Vice-Chair shall act as the chair if it is necessary for the chair to relinquish the position because of a conflict-of-interest on any issue or due to a temporary absence of the chair from the meeting.

**2.1.3.2 Voting:** The chair and each representative to the Board of Accreditation shall have one vote. However, the chair may vote only when that vote will change the outcome of the decision. The Chair-Elect shall have voting privileges only if that individual is also a current representative to the Board of Accreditation.

**2.1.4 Institutional Notification of Board Decisions:** The Director of Accreditation will notify institutions of all board actions (notice is sent to both institution and program heads) within 60 days of the Board meeting.

**2.1.5 Validity and Reliability Officer:** The chair of the Board of Accreditation shall appoint an individual as the Validity and Reliability Officer, with responsibility to develop and maintain a systematic program designed to assess the validity and reliability of accreditation criteria, procedures, and standards.

## *ATMAE Accreditation Program Policies and Procedures*

November 2016 Revisions

**2.1.6 Program Sponsors:** The Board of Accreditation may recognize and approve Program Sponsors in specific specialized areas of study. Program Sponsor status may be terminated without cause by either the sponsoring agency or organization or the Board of Accreditation with six (6) months written notice to the other party.

**2.1.6.1 Board of Accreditation Membership:** Program Sponsors shall be assigned one position on the ATMAE Board of Accreditation for each ten (10) institutions with ATMAE accredited programs in their sponsorship area, up to a maximum of three (3) Board positions.

**2.1.6.2 Program Sponsor Fees:** Each Program Sponsor shall be assessed an annual sponsorship fee as established by the Board of Accreditation for each Program Sponsor position on the ATMAE Board of Accreditation. The fee shall be due within thirty (30) days of the start of the calendar year.

### **2.2 Appeals Panel**

**2.2.1 Appeals Panel Membership:** The immediate past chair of the Board of Accreditation, a Team chair, or Team Member, in that order of preference, shall serve as non-voting chair of the Appeals Panel. Three institutions offering accredited programs at the level of the petitioning institution (selected by chance by the Chair of the Board of Accreditation) shall each provide one Panel member. Three ATMAE Professional Members with experience in the previous ten years in the Accreditation program as either a Board representative, consultant, team chair, or team member shall be appointed by the chair of the Board of Accreditation. One member shall be appointed by the president of the institution filing the review petition. This member shall not be affiliated in any way with the institution. None of the eight member Appeals Panel (seven voting and one non-voting) may be members of the Board of Accreditation or the ATMAE Board of Directors, nor may they have ever have been affiliated with the institution filing the Decision Review Petition, nor shall they have been involved in any process or action within the Accreditation program with respect to the institution as a Board representative, accreditation consultant, team member, or team chair.

**2.2.2 Basis for Appeals:** An institution may petition for review of a Non-Accreditation decision on any of the following grounds. The institution believes the Board of Accreditation and/or the visiting team:

- a. failed to follow stated procedures or,
- b. failed to consider all the evidence and documentation presented in favor of an institution's application or,
- c. acted erroneously by disregarding accreditation standards or,
- d. a visiting team member was guilty of bias.

**2.2.3 Panel Activation:** The Panel will be activated by the Chair of the Board of Accreditation, in collaboration with the Director of Accreditation, upon receipt of a decision review petition from the president of an institution. The petition must relate to one of the grounds cited above (decisions which may be appealed refer to 2.2.1), and justification must be provided for the basis of the request.

**2.2.4 Time Schedule for Decision Review Petition Submission:** No later than 30 days from the date the institution was notified of an adverse decision by the Board of Accreditation, the institution must notify the Chair of the Board of Accreditation in writing of its intention to petition for review of the

## *ATMAE Accreditation Program Policies and Procedures*

November 2016 Revisions

decision, and not later than 60 days from the same date it shall submit documentation supporting such a petition.

**2.2.5 Program(s) Status During Decision Review Process:** The accreditation status of the program(s) shall remain unchanged during the review process, and there shall be no public notice of any change in program(s) status until the review process is complete.

**2.2.6 Appeals Panel Meeting:** A meeting of the Appeals Panel shall be called by the Appeals Panel chair within 90 days after receipt of documentation for the review petition from the filing institution. The meeting(s) of the Appeals Panel shall be conducted in accord with due process. The appellant institution has the right of a hearing before the Appeals Panel. The final action or recommendation of the Appeals Panel must be communicated in writing by the Director of Accreditation to the Chair of the Board of Accreditation, the Board of Accreditation, and the head of the appellant institution not less than 90 days prior to the next scheduled meeting of the Board of Accreditation. The meeting of the Appeals Panel may be held on the campus of the institution submitting the appeal petition.

**2.2.7 Possible Action by the Appeals Panel:** The Appeals Panel may take one of two actions: (a) affirm the original decision of the Board of Accreditation or, (b) recommend to the Board of Accreditation that it reconsider its original decision. In either case, the Appeals Panel shall provide reasons for its action.

**2.2.8 Resubmission of a Decision Review Petition:** An institution may petition only once for a decision review. The review is considered completed when the Appeals Panel affirms the original decision of the Board of Accreditation or when the Board of Accreditation takes formal action on the recommendation of the Appeals Panel.

**2.2.9 Costs Incurred by a Decision Review Petition:** The costs related to activation of the Appeals Panel and the administration of an appeal shall be the sole responsibility of the petitioning institution. The Director of Accreditation shall provide to the petitioning institution a breakdown of approximate costs related to activation of the Appeals Panel and the administration of an appeal no later than 30 days prior to the meeting of the Appeals Panel. The Director of Accreditation shall provide the institution a final bill for costs related to activation of the Appeals Panel and the administration of an appeal within 30 days of the communication of the final action or recommendation of the Appeals Panel pursuant to section 2.2.6.

### **2.3 Accreditation Personnel & Policy Recommendation Committee:**

**2.3.1 Membership:** Membership on this committee shall consist of the co-chairs of the Association Standards and Accreditation Committee, the chair of the Board of Accreditation, and the Director of Accreditation. The co-chairs of the Association Standards and Accreditation Committee shall serve as chair of the Accreditation Personnel & Policy Recommendation Committee. 2-year and 4-year institutions are represented by the co-chairs.

**2.3.2 Committee Authority:** The committee shall

- a. approve or disapprove individuals as visiting team members.
- b. approve or disapprove individuals as visiting team chairs.
- c. approve or disapprove individuals as consultants.
- d. approve or disapprove institutional applications for accreditation when applications are received by the Director of Accreditation.

## ***ATMAE Accreditation Program Policies and Procedures***

November 2016 Revisions

- e. field and review any complaints regarding performance of the on-site visiting team, and determine appropriate actions.
- f. field and review any complaint regarding an institution with accredited programs that are relevant to the institution's accreditation, in cases where the subject matter of the complaint does not fall under the authority of the Appeals Panel pursuant to Section 2.2, and determine appropriate actions. Submissions of the complaint must fully disclose the complainant and the details of the complaint to be considered.

### **2.3.3 Committee Responsibilities:** The Committee shall

- a. maintain an official list of approved visiting team members, visiting team chairs, and consultants.
- b. assign approved visiting team members for specific institutional visits, assign approved visiting team chairs for visiting teams, and assign approved consultants to institutions in response to specific requests for consulting services.
- c. plan and conduct training sessions for visiting team members, consultants and team chairs.
- d. plan and conduct training sessions for institutional representatives involved in preparing Self-Study Reports.
- e. evaluate visiting team members, team chairs, and consultants.
- f. carry out other duties charged to the committee by the Board of Accreditation.

## **2.4 Visiting Accreditation Teams:**

**2.4.1 Membership:** The size of each team will be determined by the size and complexity of the program(s) to be evaluated and the number of geographic locations to be visited. Typically, one team member will be an industrial representative, and at least one team member must be from an institution offering programs at the level of the institution being visited. All team members must be members of ATMAE and shall have completed visiting accreditation team member training. To be eligible to serve as the chair of a visiting team, the individual must have served as a member of at least two visiting teams and have completed team chair training. Team chairs and Team members are required to complete re-training at least once every 3 years.

**2.4.2 Assignments to Visiting Teams:** The Accreditation Personnel & Policy Recommendation Committee shall identify prospective members from the approved list for visiting teams and the ATMAE Office shall send the names to the contact of the institution to be visited. If any of the proposed team members are not acceptable to an institution, the identified Institutional contact person can inform the chair of the Accreditation Personnel & Policy Recommendation Committee, and an effort will be made to restructure the team. If it is not possible for the institution and the Committee to agree on team membership, the institution has the right to withdraw its request for accreditation or reaccreditation.

### **2.4.3 Visiting Team Responsibility:** The visiting team shall

- a. review the institution's Self-Study Report.
- b. conduct at least a two-day, on-site visit to the institution.
- c. prepare a written report for the Board of Accreditation following the guidelines included in the Standards handbook, including a recommendation relating to the status of accreditation.
- d. have a team member present at the annual Board of Accreditation hearings.

## 2.5 Approved Consultants:

- 2.5.1 Process for Approval and Assignment:** The Accreditation Personnel & Policy Recommendation Committee shall have final decision-making authority for approval of consultants. Requests for official ATMAE consultants shall be sent to the Director of Accreditation. The Accreditation Personnel & Policy Recommendation Committee shall be responsible for the assignment of consultants to institutions and the Director of Accreditation will submit the assigned consultant to the contact of the institution for approval.
- 2.5.2 Time Period of Approval Authority:** Consultants are approved for a seven (7) year period as long as they continue to meet the Criteria for Approval as Consultants as outlined in 2.5.3.
- 2.5.3 Criteria for Approval as Consultants:** To be approved as consultants, individuals must
- be thoroughly familiar with accreditation standards.
  - have served as chair of at least two visiting teams.
  - have attended a visiting team or chair training session in the last three years.
- 2.5.4 Consultant Service:** Individuals may not concurrently serve on any decision-making body of the Association of Technology, Management, and Applied Engineering which is considering the accreditation status of an institution where the individual served as a consultant within six years.
- 2.5.5 Written Reports:** Written reports shall be completed for each official consultant visit to an institution. A copy of the written report shall be submitted to the institution and/or program head of the institution being visited and the Director of Accreditation within 45 days of the visit. A copy shall be placed in the permanent institutional file in the ATMAE Office. A copy of the written consultant report shall be provided to the chair of any subsequent ATMAE on-site visiting team (if requested).
- 2.5.6 Consultant Fees:** Institutions shall be charged a fee plus actual travel expenses for consultants. The consultant fee may include one additional day for writing the consultant report for every day spent on the campus. The fee and expenses shall be paid to the Association of Technology, Management, and Applied Engineering, and the consultant will be reimbursed by the ATMAE Accreditation office. (Contact the ATMAE office for current rates.)

## 2.6 Standards and Accreditation Committee:

- 2.6.1 Committee Authorization:** The Standards and Accreditation Committee is a special committee of the Association with the members appointed to a 3-year term coinciding with the 3-year Standards review starting after the convention in which changes to the Handbook have been approved. The co-chairs of the Standards and Accreditation Committee shall be appointed to a 4-year term. All members and the chair shall be appointed from the membership of the Association by the chair of the Board of Accreditation.
- 2.6.2 Reporting Lines:** The co-chairs of the Standards and Accreditation Committee shall report to the Director of Accreditation.
- 2.6.3 Criteria for Membership:** Each member of the Standards and Accreditation Committee shall have served as a member of at least two visiting teams. The chair of the Committee shall have served as chair of at least three visiting teams. Exemptions to these requirements may be considered by the chair of the Board of Accreditation and documented for just cause.

## ***ATMAE Accreditation Program Policies and Procedures***

November 2016 Revisions

**2.6.4 Committee Membership:** The Committee shall include two members from the Professional 2-Year Academic membership class, two members from the Professional 4-Year Academic membership class, and one member from the Professional Industry class. An individual may serve as an Industry Representative despite not currently working in industry if the individual had been working in industry within the ten years prior to the beginning of their term of office.

**2.6.5 Committee Responsibilities:** The committee shall

- a. solicit input and develop proposed policies, procedures, and standards for accreditation of Degree programs and submits these materials to the Board of Accreditation.
- b. assist the Standards and Accreditation Committee co-chairs in the performance of their responsibilities on the Accreditation Personnel & Policy Recommendation Committee.

### **2.7 Conflict of Interest:**

Only individuals without potential conflict of interest shall be involved either in formulating recommendations or in the decision-making process. Individuals shall be considered to have a potential conflict of interest if they:

- a. have ever been employed, as a faculty member, administrator, ATMAE consultant, ATMAE team visitor within the past (7) seven years or contractor by the institution being reviewed.
- b. have close relatives in the employ of the institution being reviewed.
- c. own more than five percent of the stock in a company that does business with the institution being reviewed.
- d. are employed by a company that markets products directly to the institution being reviewed.

Members of the Board of Accreditation, the Accreditation Appeals Board, the Accreditation Personnel & Policy Recommendation Committee, visiting accreditation teams, and official consultants shall remove themselves from all deliberations relating to the accreditation process for specific institutions when any of the above situations exist. The Accreditation Personnel & Policy Recommendation Committee shall have final authority for determining if a conflict of interest situation exists. They also shall be responsible for ensuring that individuals involved in the accreditation process are aware of and adhere to these policies.

### **2.8 Accreditation Personnel:**

A list of all individuals on accreditation policy and decision-making bodies is available on the ATMAE website or upon request from the ATMAE Office.

## **3. Accreditation Policies**

### **3.1 Type of Programs:**

The Association of Technology, Management, and Applied Engineering accredits clearly identifiable programs at the associate, baccalaureate, and masters level that meet the definition of degree programs as described in section 1.2 and meet the Standards of Accreditation.

### **3.2 Request for Accreditation:**

To initiate the accreditation process, a Request for Accreditation or Reaccreditation Form (see Appendix A) must be submitted by the head of the institution, or a designated representative, to the Director of Accreditation. The request must be made by October 1st of the year preceding the expected

accreditation visit. An institution may, at any time, withdraw its request for accreditation and thereby stop the accreditation process. The institution will be responsible for payment of all expenses incurred prior to receipt of the withdrawal request. The Association of Technology, Management, and Applied Engineering will not re-evaluate a program which it has already accredited without authorization by the institution except as specified under 3.12, Review of Complaints, and 3.16, Related Accreditation Agency Status.

### **3.3 The Visiting Team:**

The on-site visitation will be performed by a team consisting of a chair and other members assigned by the Accreditation Personnel & Policy Recommendation Committee from a list of individuals previously appointed by the Accreditation Personnel & Policy Recommendation Committee.

### **3.4 Schedule for Visitations:**

Visits will normally be conducted between March 1 and May 1 and will be scheduled through the Directory of ATMAE Accreditation by action of the Accreditation Personnel & Policy Recommendation Committee. Visits will be scheduled in consultation with the institution and members of the visiting team.

### **3.5 Notification of Visit:**

It is the responsibility of the institutional contact person to inform the head of the institution and the program head of all aspects of accreditation activity.

### **3.6 Cost of Accreditation:**

Institutions are charged an initial accreditation visit fee and an annual accreditation fee. Accreditation fees are due and payable thirty (30 days) after receipt of an invoice. Accreditation will be automatically withdrawn from institutions with fees six (6) months in arrears. Accreditation status will be reinstated (for the specific period initially granted) only by action of the Board of Accreditation.

**3.6.1 Initial Accreditation Visit Fee:** The fee for an initial accreditation visit is set by the ATMAE Board of Accreditation and is due and payable 30 days prior to the initial on-site visit. Invoices for Accreditation Visit Fees are generally issued by February 1. The cost of subsequent reaccreditation visits is covered by the Annual Accreditation Fee. (Contact the ATMAE Accreditation office for current rates.)

**3.6.2 Annual Accreditation Fee:** The annual accreditation fee for the annual accreditation period November 1 to October 31 is set by the ATMAE Board of Accreditation. Institutions seeking initial accreditation, that are granted accreditation, will be billed for the first annual accreditation fee immediately following the Accreditation hearings at which accreditation was granted and the initial fee is due immediately upon receipt. In subsequent years, the annual accreditation fee will be billed by March 15 for the following November 1 through October 31 period. Institutions that receive "non-accreditation" status by action of the Board of Accreditation will be refunded the annual accreditation fee for any accreditation period for which they are no longer accredited if the fee for such period was paid. (Contact the ATMAE office for current rates.)

**3.6.3 Visiting Team Member Fees:** Travel expenses for up to three team members (within the continental United States) are covered in the Initial Accreditation Visit Fee and the Annual Accreditation Fee. If the Accreditation Personnel & Policy Recommendation Committee determines that more than three team members are required for any visit, or that more than three (3) on-campus days are required for the visit, or if a follow-up on-site visit is required, then the institution

## ATMAE Accreditation Program Policies and Procedures

November 2016 Revisions

will be billed for actual travel costs for the extra team member(s) or additional visit days, or for the follow-up visit. "Actual travel costs" for each extra team member will be determined by dividing the total travel costs by the number of team members. Actual travel costs for each additional visit day will be determined by dividing the total travel costs by the number of on-campus days required for the visit. If a follow-up on-site visit is required, in addition to actual travel costs, the institution will be assessed a follow-up visit administrative fee. (*Contact the ATMAE office for current rates.*)

**3.6.4 Travel Costs Surcharge:** The ATMAE Board of Accreditation authorizes assessment of a travel expense surcharge on initial accreditation visits or on reaccreditation visits, where travel costs greatly exceed the average travel expenses on an accreditation visit. The determination of whether or not a travel cost surcharge will be assessed on a visit will be made by the ATMAE office.

**3.7 Self-Study Report:** The institution will submit to the visiting team (one copy of all materials per team member), at least 30 days prior to the visit, an extensive Self-Study Report describing all aspects of their Degree Program(s). The format for, and content required in, this Report is included in Section 8 of the Accreditation Handbook.

**3.8 Visiting Team Report:** Within 45 days after an accreditation visit to an institution, the team chair shall submit a final written report to the Director of Accreditation, and the Head of the Institution, Head of the Program, and Institutional Contact Person whose program was evaluated. The text of the report shall be kept confidential, except at the discretion of the Head of the institution. Refer to section 7.5 Post Visit Actions for further explanation.

**3.9 Board of Accreditation Action:** The Director of Accreditation will distribute visiting team reports, and institutional responses to those reports, to all members of the Board of Accreditation approximately 30 days prior to its annual meeting. The Board will review and act on each visiting team report at its annual meeting. The head of the institution, or his/her representative, should attend the Board meeting and briefly address the Board. The chair of the visiting team or a team member will be requested to attend the Board meeting. The Board may take action to accept the recommendations of the visiting team or may reach other decisions.

The final action by the Board of Accreditation will be reported:

- a. by letter by the Director of Accreditation to the head of the institution, the head of the program visited and the institutional contact person within 30 days after the Board meeting. In cases where any adverse accrediting action was taken by the Board, this letter will include a statement of the reasons for the adverse action along with a copy of the appeals procedure. It is the institutions responsibility to inform the appropriate Regional or National accrediting agency of their ATMAE accreditation status.
- b. in Association publications, if the action is to grant accreditation or reaccreditation.
- c. on Association website, if the action is to grant accreditation or reaccreditation.

**3.10 Accreditation Publicity:** An institution may indicate Association of Technology, Management, and Applied Engineering accreditation only during the period of such accreditation. Institutions may not publicize that they have either "applied for accreditation" or that they are a "candidate for accreditation." All institutional references to accreditation must clearly specify the program(s) and option(s) for which accreditation has been received.

**3.11 Appeals Request:** The Dean or their representative may submit to the ATMAE office a request to have the Appeals Board review the terms of accreditation imposed by the Board of Accreditation based on the criteria described in 2.2.1.

## ***ATMAE Accreditation Program Policies and Procedures***

November 2016 Revisions

**3.12 Review of Complaints:** Complaints against an accredited program will be investigated if the complaint is submitted in writing (email may be considered if properly authenticated by the Director of Accreditation), with appropriate documentation, to the chair of the Board of Accreditation. The complaint will first be referred to and reviewed by the Accreditation Personnel & Policy Recommendation Committee, and a decision will be made by this committee on whether to pursue the complaint. Only complaints relating to the violation of specific accreditation standards will be considered. If the decision is made not to review the complaint, the individual(s) submitting the complaint will be notified (within 30 days of receipt of the complaint) of this decision, and the institution against whom the complaint is lodged will be notified (within 30 days of receipt of the complaint) that a complaint was received and a decision was made not to pursue it. If a decision is made to pursue the complaint, the institution and program head will be notified (within 30 days of receipt of complaint) to respond to the complaint in writing.

After receipt of the written response, the Accreditation Personnel Committee (within 30 days of receipt of the written response) may decide to refer the complaint to the Board of Accreditation for action, decide not to further pursue the complaint, or take other actions such as sending an approved consultant for an on-site visit. The consultant (within 30 days of the on-site visit) will submit a report and recommendation regarding the complaint for possible action by the Accreditation Personnel & Policy Recommendation Committee or the Board of Accreditation. If, at this stage, the Accreditation Personnel & Policy Recommendation Committee believes the institution has adequately refuted the complaint, or if the institution acknowledges the validity of the complaint and initiates appropriate and adequate action to correct the violation, the committee will act in a timely manner to notify the complainant and the institution of the resolution of the complaint.

If the institution either does not adequately refute the alleged violations, or if it cannot or will not attempt to correct the alleged violations, the matter will be placed on the agenda for the next Board of Accreditation meeting for action or a special meeting of the Board will be called by the chair. Actions which may be taken by the Board of Accreditation include withdrawal of program accreditation. Every effort will be made to ensure that complaints are handled in a timely manner.

### **3.13 Review and Approval of Accreditation Standards:**

Responsibility for developing, reviewing, revising, and editing all proposals regarding standards (and the revision of existing materials) for the accreditation of degree programs rests solely with the Association's Standards and Accreditation Committee. Final approval, authority, and responsibility for conducting the accreditation hearing process and revising accreditation policies, procedures, and standards has been delegated by the Executive Board to the Board of Accreditation. The Board shall conduct hearings at least every five years to review accreditation policies, procedures, and standards and shall seek input from institutions with accredited programs, accreditation team members and consultants, and advisory board members for programs in accredited institutions. Accreditation policies, procedures, and standards shall be published in an Accreditation Handbook and shall be available upon request to interested individuals and organizations.

### **3.14 Accreditation Status of Programs:**

The ATMAE office maintains a list which identifies institutions with accredited programs, the programs at each institution which have been accredited, the accreditation status of each of the programs, and the date for the next scheduled review of accreditation. This list is made available to anyone requesting it.

**3.15 Related Accreditation Agency Status:**

In considering whether to grant initial accreditation status to a program, the Association of Technology, Management, and Applied Engineering will take into account actions by other recognized agencies which have denied accreditation status to the institution or program, have placed the institution or program on public probationary status, or have revoked the accreditation status of the institution or program(s). Further, if any of the above actions take place during an accreditation period, the status of accreditation will be promptly reviewed to determine if there is cause to alter that status. It will be the responsibility of the head of the institution to notify the Association of Technology, Management, and Applied Engineering of any change in institutional or program accreditation status during a period of accreditation.

**3.16 Requests for Extensions:**

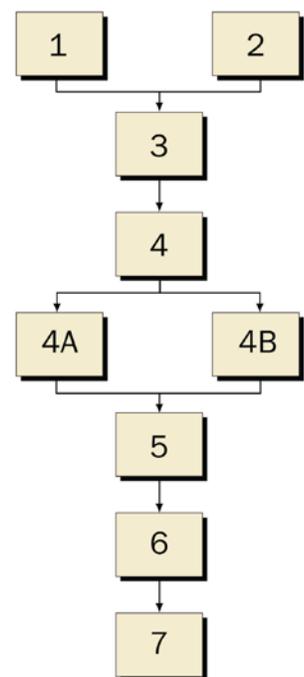
The Board of Accreditation may grant a single one-year extension for the initial accreditation period, for the reaccreditation period, for Progress Reports or for Progress Reports and Visits. Such extensions are granted only in rare instances, and institutions submitting such a request must provide significant documentation of the reasons(s) for the request. Requests for extensions should be received in the ATMAE office 45 days prior to the annual Board hearings and one year in advance of the end of the accreditation or reaccreditation period for the institution. Any extensions granted will be applied toward the subsequent accreditation or reaccreditation periods. The Board may make exceptions to this standard as may be deemed necessary.

**3.17 Program Changes during an Accreditation Period:**

If the accredited program(s) changes substantially during any period of accreditation, the institution must report these changes to the Director of Accreditation by September 1 of the current accreditation period. These changes will be reviewed by the Accreditation Personnel & Policy Recommendation Committee. The Accreditation Personnel Committee will forward their findings and recommendations to the Board of Accreditation and, if it appears that to the Board the changes may have altered the compliance status of the program(s), the Board may require a more extensive report, or visit, on the changes and then review the accreditation status of the program(s).

**Figure 3.1 - Procedures for Revising Accreditation Standards**

1. Association Standards and Accreditation Committee receives external suggestions for revisions of accreditation standards.
2. Association Standards and Accreditation Committee develops internal suggestions for revision of accreditation standards and reviews, edits and or revises any external recommendations.
3. Association Standards and Accreditation Committee makes specific recommendations for change to the Board of Accreditation.
4. Board of Accreditation seeks written and/or verbal input from the following sources:
  - a. Institutions with accredited Degree Program(s).
  - b. Accreditation team members and consultants.
5. Public hearings are conducted at the annual convention (at least every five years).
6. Board of Accreditation takes official action on standards.
7. The ATMAE office publishes new standards.



## 4. Accreditation Periods and Actions

### 4.1 Accreditation Periods:

The initial period for program accreditation shall be four (4) years while the reaccreditation period shall be six (6) years (unless altered by an extension, see 3.16). If an institution has received a 1-year extension 1 year will be subtracted from their next accreditation period.

### 4.2 Accreditation Actions:

The Board may take action to grant Accreditation or Non-Accreditation status. Non-Accreditation status indicates that a program does not substantially comply with ATMAE standards. If Accreditation status is granted, and a program does not fully meet or exceed standards, then the Board may require a report or a report with an on-site visit in two years. During the last two years of the initial accreditation cycle, or the last two years of the reaccreditation cycle, the Board may require a report in one year.

**4.2.1 Written Progress Report:** If a program substantially meets standards but has minor deficiencies and/or weaknesses that can be easily corrected in a two-year period, the Board can require a written progress report in two years on those standards that were in partial and non-compliance. If at the end of the two year period the Board determines that progress has not been made the program can be moved to Non-Accreditation status, another written progress report may be required in two years (or one year during the last two years of the initial accreditation cycle or the last two years of the reaccreditation cycle), or another written progress report and on-site visit may be required in two years. All written progress reports must be submitted to the Director of Accreditation sixty (60) days prior the Accreditation hearings. All progress reports must be written according to the guidelines contained in the Accreditation Handbook. Failure to follow the guidelines, or failure to submit a written progress report when due, may result in movement of a program to Non-Accreditation status.

**4.2.2 Written Progress Report and On-Site Visit:** If a program substantially meets standards but has serious deficiencies and/or weaknesses that must be corrected, the Board can require a written progress report and an on-site visit in two years on those standards that were in partial or non-compliance. If at the end of the two year period the Board determines that progress has not been made the program can be moved to "Non-Accreditation" status, another written progress report may be required in two years (or one year during the last two years of the initial accreditation cycle or the last two years of the reaccreditation cycle), or another written progress report and on-site visit may be required in two years. If an on-site visit is required, the written progress report must be sent to the visiting team member (usually the previous team chair) thirty (30) days prior to the scheduled visit.

### 4.3 Loss of Accreditation:

If a program receives "Non-Accreditation" status, any subsequent application for reaccreditation shall be considered as an initial application and the maximum period of accreditation shall be four (4) years.

### 4.4 New Programs or Options in Institutions with ATMAE Accredited Programs:

The Board of Accreditation shall, in order to keep all programs and options on the same accreditation schedule, grant initial accreditation for up to six years for new programs and options in institutions having other ATMAE accredited programs. Additional program synchronization shall also be applied to achieve the same accreditation cycle.

## 5. APPENDIX A

### An Amendment to ATMAE ACCREDITATION POLICIES AND PROCEDURES

*Approved: November 12, 2015*

These Budget and Management Policies shall serve as an amendment to the ATMAE Accreditation Programs Policies and Procedures. They shall be in effect as of the approval date.

1. Accreditation Functions: The Board of Accreditation shall have complete and unfettered autonomy in formulating accreditation standards for educational programs within the framework of the formal process designated for stakeholder input and Board of Accreditation adoption; developing and implementing accreditation policies, rules and procedures for conducting accreditation activities; and determining accreditation status.
2. Budget: The Director of Accreditation, as the Board of Accreditation secretariat, shall have the authority to prepare and manage a budget for the conduct of accreditation activities, and propose an accreditation fee schedule. The Board of Accreditation shall review and approve the budget consistent with its fiduciary responsibilities, and the requirement that such budget provides for adequate resources as appropriate for the conduct of accreditation activities. Funds will be identifiable on the Statement of Financial Position and the Statement of Income and Expenses, and will be managed by the Director of Accreditation, in coordination with the Board of Accreditation and the ATMAE Executive Director.
3. Accreditation Personnel: The Board of Accreditation will be assisted by a Director of Accreditation who serves as the Board of Accreditation's principal representative on issues related to the conduct of accreditation activities. Input will be sought by ATMAE's Executive Director from the Board of Accreditation in the hiring, evaluation, and/or termination the Accreditation Director. The Director of Accreditation shall have the authority, within the staffing framework of ATMAE, to manage the operations of the accreditation program.
4. Governance: The Chair of the Board of Accreditation shall serve as a non-voting member of the ATMAE Board of Directors.

#### ATMAE ACCREDITATION BUDGET PROCEDURES

- The Director of Accreditation working in conjunction with the Chair of the Board of Accreditation, the ATMAE Executive Director, and the ATMAE treasurer shall annually prepare a preliminary budget and proposed fee schedule. The budget must be constructed to project a positive end-of-fiscal-year balance.
- The Executive Director will provide the Director of Accreditation with all anticipated costs as they relate to the management and support of accreditation activities for budget inclusion.
- The Director of Accreditation shall present the preliminary budget and fee schedule to the Chair of the Board of Accreditation for feedback.

## *ATMAE Accreditation Program Policies and Procedures*

November 2016 Revisions

- Revenues designated as Annual Accreditation Fees will be set aside in a ratio of 60/40. Sixty percent will be allocated to current year accreditation operating costs and 40% will reside in ATMAE's general reserves as a line item designated to pay for future, committed, accreditation activities. The 40% will be listed yearly as an expense to accreditation reserves.
- A release of reserves will be determined each budget year to fund the yearly costs of accreditation for institutions that have previously paid accreditation fees. A cash flow budget will be developed to identify and prepare for the possible transfers of funds from reserves or investments during the fiscal year.
- The Director of Accreditation in conjunction with the ATMAE Executive Director and treasurer shall prepare any formal recommendations for consideration by the Board of Accreditation regarding the budget including desired changes and a rationale for those changes.
- The Board of Accreditation shall review and adopt the budget consistent with its fiduciary responsibilities. The budget must provide for adequate resources as appropriate for the anticipated scope of accreditation activities and operations.
- The ATMAE Executive director shall provide monthly financial summary statements to the Director of Accreditation and the Chair of the Board of Accreditation. Should it become necessary to make mid-year adjustments in the budget, to fund the yearly costs of accreditation, the Director of Accreditation will work with the Chair of the Board of Accreditation, Executive Director, and ATMAE Treasurer to prepare proposals for presentation to the Board of Accreditation and for adoption.
- At the completion of the fiscal year, the Director of Accreditation shall prepare a budget report for the Board of Accreditation and the Board of Directors.