

## Sample Diary of an ATMAE Accreditation Team Visit

*Here is a brief, in diary form, description of a typical agenda for an ATMAE visit to a University.*

ATMAE accredits Associate, Baccalaureate and Master's degree programs in technology, applied technology, engineering technology, and technology-related disciplines delivered at national or regional accredited institutions in the United States.

After ATMAE has received a request from an institution for accreditation, the planning begins.

### By October 1 of the year prior to the spring visit

- Institution must submit request for accreditation

### Approximately Two months prior to a spring visit

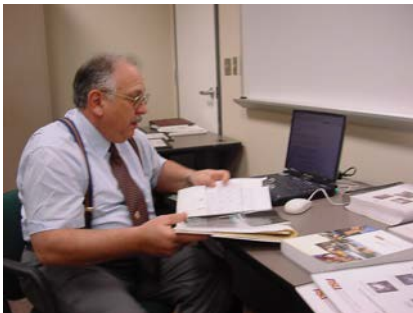
- ATMAE contacts academic and industrial approved team members to set up team for proposed visit.
- Institution approves all team members for the visit
- Team Chair receives ATMAE Chair packet and information about the institution.
- Team Chair contacts other team members
- Team Chair establishes communication with the institution's contact person and establishes the preliminary on-site agenda.
- Travel arrangements are made for all of the team members by ATMAE.

### 30 Days prior to the visit

- All team members receive institution "Self-Study" report.
- Team chair insures that all team members have the "Self-Study"
- Team chair confirms on-site agenda.
- Team Chair, working with the other team members, establishes who will be responsible for each of the accreditation standards.
- Communication between Team Chair, team members and institutional contact take place as may be required. Questions about "Self-Study", on-site requirements and miscellaneous items are resolved prior to the on-site visit.

### Day 1 - Team Arrival

- Institutional contact picks up all team members at the airport.
- Team is given a driving tour of the main campus and the departments that are the focus of this team's visit.
- Team settles into hotel.
- Team meets with the institutional contact to work out any last minute changes to the agenda; the team makes requests for additional items for review and discusses the general format of the visit.
- Team retires early, 2nd day of the visit is a killer day.



### Days 2 and 3 - Much has to be done

The team has much to do on days two and three. Most importantly, the team is at the institution to act as the "eyes and ears" of the Board of Accreditation. The team is on-site to audit and validate that the institutional "Self-Study" meets the Accreditation standards and where they do not, to report the shortcomings. Shown below is a sample full on-site visit day's agenda for days two and three. Often, the team will split up and go in different directions. This is done not only to maximize our time on-site but to have opportunities to move outside of the planned agenda for a closer look at specific standard compliance. There are opportunities to stop students, at random, and inquire about their view of the department and the courses they are taking.

## Day 2's Schedule

7:00 AM Contact will pick-up team members for Breakfast  
8:10 AM Contact introduces the team to the Department Staff and tours the team work space.  
8:20 AM Entry Meeting – Team work space - Accreditation Officer/Acting Dean of the Graduate College; Vice Provost; Assistant Dean of the Graduate College; department's Accreditation Committee Chair; Dept. Chair; Dean of college/department.

### 8:50 AM Tour of the department's technology center

9:20 AM Tour of the Library and Computer Commons  
9:45 AM ATMAE Accreditation Committee Faculty Representatives Presentation of the programs  
10:30 AM Meet independently with Faculty - Review Syllabi/Textbooks/Evaluation Materials/ Outcomes Assessment/Department Records  
12:00 Noon Lunch in with Contact and others  
1:00 PM Career Services Representative and Admissions Representative - Financial Aid Office  
1:30 PM Meet with Undergraduate Students/Alumni - Tech Center Room  
2:30 PM Meet With Graduate Students/Alumni - Tech Center Room  
3:00 PM Meet with Industry Advisory Board Members and Employers - Tech Center Room  
4:00 PM Meet with Dean - Dean's Office  
5:00 PM Visiting Team Dinner with main contact and others



- Team members are given approximately 2 hours to start writing their observations to assigned standards.
- Team meets to review the day's activities and to review and discuss each standards compliance.

## Day 3 Final day of visit

7:45 AM Contact will pick-up the ATMAE Site Team  
8:00 AM Continental Breakfast at the Technology Center Room - Work Time in the Team Room  
9:00 AM Meet with Department Chair  
9:45 AM Meet with the Office of the program - Tech Center Rm.  
10:15 AM Work in the Team Room - Review Department Web Pages, etc.  
11:15 AM Meet with Provost and Vice-Provost - Technology Center Room  
12:00 Noon Lunch with program faculty  
1:00 PM Site Visitor Preparation Meeting - Discuss issues and begin preparing site report / exit meeting discussion points - discuss exit comments with main contact prior to Exit Meeting  
3:30PM Exit Meeting - Accreditation Officer/Associate Dean Graduate College; Assistant Dean of Graduate College; Vice Provost; Dean; Chair and Faculty Representative. - Technology Center Room

Team visit ends – visiting team members travel back home

## Post Visit Activities

Here are the activities that must be accomplished by the team as prescribed by ATMAE in the Accreditation Handbook.

- Team Chair incorporates all team members comments into singular "Visiting Team Report"
- Team Chair, within 2 weeks of the visit must get a "Draft" copy to each team member for review and correction.
- Each team member must respond to the chair within one week of receipt with their changes.
- Team Chair then sends a "Draft" copy to the institutional contact person for review and correction of "Factually Incorrect Data." Institutional contact has one week to respond back to the Team Chair on the "Draft" report.
- Team Chair edits final version and sends a copy to the institutions head (Provost in this case) with information on how to make an appeal and what procedures are up coming at the National Board of Accreditation's Hearings at the ATMAE Annual Conference.
- At the hearings, the Team Chair and/or team member(s) must be present with an institutional representative to answer any questions the Board of Accreditation may have regarding the Team Report and Team recommendation.

*Well, I hope that this has given you some insight into the nature of an ATMAE Visiting Team visit for Accreditation. The three days are intense, and if you are the team chair, you have added responsibilities. Those of us who are approved team members do it because of our desire to promote the concepts and guidelines of the Association of Technology, Management, and Applied Engineering.*