ATMAE
ACCREDITATION

Progress Report Instructions:

1. Reports must be submitted using this report template.
2. The first page must be the title page. Delete the instruction page.
3. The second page must be the table of contents.
4. Address only the Standards that your institution was in partial on non-compliance. Delete any of the standard pages that don't relate to your report prior to entering any data.
5. You only have the space provided to respond to each standard for each program. The font must be kept at Arial 11.
6. You may include appendix items in attachments or at the end of the report, but only the official report documents will be provided to the board of directors.
7. If the report is not in the correct format, it will NOT be accepted by ATMAE.
8. This report is due by no later than 60 days prior to the ATMAE Accreditation Hearings.
9. Reports will only be accepted for the Hearings in which they were assigned unless an exception is approved by the Board of Accreditation prior to the date of the assigned Hearings.

Table of Contents Instructions

1. If needed, you may provide a table of contents for each program. If doing only one Table of Contents for all programs, state "All Programs" in the Program(s) with options(s) field.
2. Check the boxes for each standard the program(s) were in partial or non-compliance.
3. In the page number field, put the page number of your response. If needed, you may use a second page to list appendix items.

Send this report to:

1. ATMAE's Managing Director of Accreditation at accreditation@atmae.org
2. Visiting Team Chair/Representative

Actions:

The Board of Accreditation will review your progress and vote on one of the following options during the Board of Accreditation Hearings at the ATMAE Annual Conference:

- Accreditation with no further action
- Accreditation with a report in one or two years
- Accreditation with an on-site visit and report in one or two years
- Remove accreditation

ATMAE ACCREDITATION

ATMAE Accreditation Progress Report

Institution:

Institution Head Name:

Institution Head Address:

Department Name:

Name of Program(s) with options:

Date Report Submitted:

Main Contact Name for Report:

Main Contact Email:

Table of Contents

Program(s) with option(s):

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Standard 1 - Preparation of Self-Study and Campus Visit:

The Self-Study Report shall follow the guidelines of the Accreditation Handbook version in place at the time of the accreditation application. The report shall be completed by a representative portion of the institutions administrative staff and teaching faculty directly related to the program(s) to be reviewed. Students should be involved in the accreditation preparation process. Representative student transcripts for each program and/or option shall be included in the self-study and made available for the visiting team. Representative examples of student's management and/or technical graded work shall be available for each course in the Self-study and/or campus documentation room. Examples of textbooks and instructional materials for each management and/or technical course shall be provided for the visiting team.

Program(s) with option(s):

Comments from the visiting team final report:

1 - Current Program Status (Only One Page Per Program)

Appendix Item(s):

Standard 2 - Program Definition

A program is a set of courses leading to a degree. A program may have more than one option, specialization or concentration, but specific course requirements for each option shall be clearly specified, and as appropriate all program/options shall meet ATMAE standards. In situations where an option is not appropriate for ATMAE accreditation based upon the approved definition of technology, management, and applied engineering, the request for accreditation should clearly state which option, concentration, or specialization is seeking accreditation and which ones are excluded. The case for exclusion should be made with the application for accreditation. If an option, concentration or specialization is excluded and the program becomes accredited, the program must identify specifically which concentrations, options and specializations are and are not accredited in all their publications and promotional materials that mention accreditation. Only institutions legally authorized under applicable state law to provide degree programs beyond the secondary level and that are recognized by the appropriate regional and/or national accrediting agency are considered for accreditation. Evidence must exist that the programs are understood and accepted by the university/college community, and the business/industry community.

Program(s) with option(s):

Comments from the visiting team final report:

2 - Current Program Status (Only One Page Per Program)

Appendix Item(s):

Standard 3 - Program Title and Mission:

Each program/option shall have appropriate titles consistent with the approved ATMAE definition of Technology, Management, and Applied Engineering.

3.1 The program/option title, definition and mission shall be compatible with the ATMAE definition of Technology, Management, and Applied Engineering. The program/option shall lead to a degree at the associate, bachelor, or master's level.

3.2 General program outcomes shall be established for each program/option that provides a framework for the development of specific measurable program learning outcomes.

Program(s) with option(s):

Comments from the visiting team final report:

3 - Current Program Status (Only One Page Per Program)

Appendix Item(s):

Standard 4 – Program Goals

Each program and program options shall have both current short and long-range goals and plans for achieving these goals. Goals related to maintenance and improvement of facilities and equipment should be included (response linked to Standard 11).

Program(s) with option(s):

Comments from the visiting team final report:

4 - Current Program Status (Only One Page Per Program)

Appendix Item(s):

Standard 5 - Program Learning Outcomes Identification & Validation:

Measurable program learning outcomes shall be identified, assessed and validated for each program/option. These program/option learning outcomes must align with the program goals established for the program/option and validation shall be accomplished through a combination of external experts, an industrial advisory committee. Each Student Learning Outcomes (SLO's) usually seen in individual course syllabi shall be mapped to the program/option learning outcomes. After the program is in operation, follow-up studies of direct and indirect measures for each outcome shall be conducted.

Program(s) with option(s):

Comments from the visiting team final report:

5 - Current Program Status (Only One Page Per Program)

Appendix Item(s):

Standard 6 – Program Structure & Course Sequencing:

Each program/option shall meet minimum foundation semester hour requirements. Programs/options may exceed maximum foundation semester hour requirements specified in each area, as long as minimums are met. A specific list of courses and credit hours that are being counted toward each category shall be included in the Self-Study Report. For institutions on the quarter system they shall convert the course work to the semester system (hours based on Federal Regulations).

6.1 Program Minimum Curricula Foundation

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

6.3 There shall be evidence of appropriate sequencing of courses in each program/option to ensure that applications of mathematics, science, written and oral communications are covered in technical and management courses.

6.4 Further, sequencing should ensure that advanced level courses build upon concepts covered in beginning level courses.

Program(s) with option(s):

Comments from the visiting team final report:

6 - Current Program Status (Only One Page Per Program)

Appendix Item(s):

Standard 7 – Student Admission & Retention Standards:

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

Program(s) with option(s):

Comments from the visiting team final report:

7 - Current Program Status (Only One Page Per Program)

Appendix Item(s):

Standard 8 – Transfer Course Work:

The institution shall have policies in place to ensure that coursework transferred to the program is evaluated and approved by program faculty.

Program(s) with option(s):

Comments from the visiting team final report:

8 - Current Program Status (Only One Page Per Program)

Appendix Item(s):

Standard 9 – Student Enrollment:

Program enrollment shall be tracked and verified. There shall be evidence of an adequate number of program majors to sustain the program, and to operate it efficiently and effectively, as defined by your state or institution standards.

Program(s) with option(s):

Comments from the visiting team final report:

9 - Current Program Status (Only One Page Per Program)

Appendix Item(s):

Standard 10 – Administrative Support & Faculty Qualifications:

There must be evidence of appropriate support from the institution for the technology, management, and applied engineering program/option.

10.1 Appropriately qualified administrators are assigned to the program/options.

10.2 An adequate number of appropriately qualified full-time faculty members are available and assigned to teach courses in the technology, management, and applied engineering program/option.

10.3 Full time faculty qualifications shall include emphasis upon the extent, currency and pertinence of: (a) academic preparation; (b) industrial professional experience (such as technical supervision and management); (c) practical business experience using applied technology; (d) membership and participation in appropriate technology, management, and applied engineering professional organizations; and (e) scholarly activities. The following minimum qualifications for full time faculty are required (except in unusual circumstances which must be individually justified).

10.4 Policies and procedures for faculty selection, appointment, reappointment and tenure shall be clearly specified and shall be conducive to the maintenance of high-quality instruction. This should include policies and procedures for the selection and reappointment of part-time/adjunct faculty.

10.5 Faculty teaching, advising, and service loads shall be reasonable and comparable to the faculty in other professional program areas.

10.6 Appropriate criteria shall be in place to assure part time or non-tenure track faculty are highly qualified to deliver and evaluate student performance in courses assigned.

Program(s) with option(s):

Comments from the visiting team final report:

10 - Current Program Status (Only One Page Per Program)

Appendix Item(s):

Standard 11 - Facilities, Equipment & Technical Support:

Facilities and equipment shall be adequate to support program/option goals.

11.1 Facilities are neat, organized, and professional including modern equipment and tools adequate to support student achievement of the program's learning outcomes.

11.2 Appropriate technical support necessary to assure safety and for maintenance is available.

11.3 Current computer equipment and software programs to cover functions and applications in each program area is available.

Program(s) with option(s):

Comments from the visiting team final report:

11 - Current Program Status (Only One Page Per Program)

Appendix Item(s):

Standard 12 - Program/Option Operation:

Evidence shall be presented showing the adequacy of instruction including:

12.1 Scheduling of instruction and student advising

12.2 Quality of instruction

12.3 Observance of safety standards

12.4 Availability of resource materials

12.5 Supervision of instruction

12.6 Placement services available to graduates

12.7 Management and/or technical course syllabi must clearly describe appropriate course objectives and student competencies.

12.8 Courses delivered by distance. Appropriate criteria are in place to assure the adequacy of distance and/or non- traditional instruction including the following:

12.8.1 Program faculty are provided adequate resources and training to design, deliver, and assess online classes.

12.8.2 Appropriate computer resources/technological infrastructure available for distance learning/online student learning. Accessible technical support addressing online technical issues available during all learning times. Appropriate protocols regarding live and remote proctoring, examination test security, candidate validation and plagiarism.

12.8.3 Qualified instructional designers participate in curriculum designing. The percentage of course/program content contracted with the third-party instructional designers should be reported. Appropriate technologies are in place and supported for course delivery and online instruction. Online courses/programs provide students tools to track their progress and receive timely feedback.

12.8.4 Ownership of material/copyright issues. Appropriate policies are in place concerning ownership of instructional material (such as video lectures, etc.) developed specifically for online courses.

Program(s) with option(s):

12 - Comments from the visiting team final report:

12 - Current Program Status (Only One Page Per Program)

Appendix Item(s):

Standard 13 - Graduate Satisfaction with Program/Option:

Graduate evaluations of the program/option shall be made on a regular basis (two to five years). These evaluations shall include attitudes related to the program learning outcomes identified for the program/option. Summary data shall be available for the graduate evaluations of the program/option.

Program(s) with option(s):

Comments from the visiting team final report:

13 - Current Program Status (Only One Page Per Program)

Appendix Item(s):

Standard 14 - Employment of Graduates:

Placement, job titles, and salaries of graduates shall be tracked on a regular basis (two to five years) including the degree to which jobs held by graduates are consistent with program learning outcomes. Summary data shall be available for the employment of graduates.

Program(s) with option(s):

Comments from the visiting team final report:

14 - Current Program Status (Only One Page Per Program)

Appendix Item(s):

Standard 15 - Job Advancement of Graduates:

The advancement of graduates within organizations shall be tracked on a regular basis (two to five years) including promotions to positions of increasing responsibility. Summary data shall be available for the job advancement of graduates.

Program(s) with option(s):

Comments from the visiting team final report:

15 - Current Program Status (Only One Page Per Program)

Appendix Item(s):

Standard 16 - Employer Satisfaction with Job Performance:

Employer satisfaction with the job performance of graduates shall be tracked on a regular basis (two to five years) including employer attitudes related to the importance of the specific program learning outcomes for the program. Summary data shall be available showing employer satisfaction with the job performance of graduates.

Program(s) with option(s):

Comments from the visiting team final report:

16 - Current Program Status (Only One Page Per Program)

Appendix Item(s):

Standard 17 - Advisory Committee Approval of Overall Program:

Advisory Committee Approval of Overall Program: A functioning industrial advisory committee shall exist for each program/option. 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.

17.1 Policies for the advisory committee shall exist that include: (a) criteria for member selection; (b) procedures for selecting members; (c) length of member appointment; (d) committee responsibilities; (e) frequency of meetings (at least one per year); and (f) methods of conducting business.

17.2 A roster of advisory committee members and minutes of advisory committee meetings shall be made available to the visiting team.

17.3 Evidence shall exist showing the advisory committee participates in program outcome and program learning outcomes validation and the evaluation of overall program success.

Program(s) with option(s):

Comments from the visiting team final report:

17 - Current Program Status (Only One Page Per Program)

Appendix Item(s):

Standard 18 - Outcome Measures Used to Improve Program:

Evidence shall be presented showing how both direct and indirect outcome measures have been used to improve the overall program/option*. Evidence that the advisory committee and program stakeholders participate in this process must be demonstrated. Outcome measures (standards 14-16) and advisory committee input (standard 17) **must** be used to improve the program. Measures must include a **combination** of the following:

- Graduate Satisfaction with Program/Option
- Employment of Graduates
- Job Advancement of Graduates
- Employer Satisfaction with Job Performance of Graduates
- Graduate Success in Advanced Programs
- Student Success in Passing Certification Exams
- Course-based Direct Measures
- Other criteria established by the institution's Regional Accreditation activities.
- Evidence must exist showing how the Advisory Committee Approval of Program have been used to improve the overall program/option based on data collected and analyzed.

Program(s) with option(s):

Comments from the visiting team final report:

18 - Current Program Status (Only One Page Per Program)

Appendix Item(s):

Standard 19 - Program Responsibility to Provide Information to the Public:

The program must make available to the public via website, information on student performance and achievement as required by CHEA. This information shall be no more than a single click away from the degree program's Home Page and readily accessible to the public. Information provided shall comply with the institution's plan for public disclosure but must help the public understand how to judge the success of the specific program and program options under review.

Sources of potential information can include but are not limited to program student graduation rates; mean grade point averages; average years to complete the degree; student awards/scholarships received and the program's Outcome Assessment process and results; time to secure first position; average starting salaries; and promotions achieved.

Institutions are required to provide the hyperlink of where this information is located.

Program(s) with option(s):

Comments from the visiting team final report:

19 - Current Program Status (Only One Page Per Program)

Appendix Item(s):