

**Implementation of ABET-CEP Merger of BCOE Undergraduate Program Review
Riverside Division of the Academic Senate
(Revised 6/4/2014)**

On March 16, 2011, CEP approved the merging of BCOE's ABET accreditation and CEP's undergraduate program review. The justification for this action is a desire to reduce the workload of the departments under review and CEP by substituting the ABET review for CEP's external review. After a comparison of the two review processes, CEP determined that ABET's review is very thorough even though there are differences in the review criteria and process. It was felt that these differences in principle are relatively minor and can be addressed internally by CEP's subcommittees tasked with conducting the reviews. To be relevant, CEP's reviews must be coordinated with the release of ABET's final report, which usually occurs in the summer following the site visit, and this raises a concern regarding CEP's workload associated with the desire to review all of BCOE's undergraduate programs in a short time frame. To accomplish this in a single year would far exceed CEP's normal workload, even though some aspects of the review process, such as the visit by a separate external review committee for each program, is no longer necessary. To manage the workload issue, CEP will spread the review process out over several (2-3 years) years following the release of ABET's final report, understanding that the programs being reviewed are dynamic, making the utilization of the ABET process more difficult for program reviews with the longest delays. The procedure for BCOE's undergraduate program review will be as follows:

1. After ABET releases its draft statement, which usually occurs before the end of the academic year, BCOE will forward a copy, along with the department's responses, to CEP, who will review these documents and determine which undergraduate programs will be evaluated the following year. CEP will usually schedule 2 or 3 programs for review, and one factor in setting the priority will be to review problematic programs early when ABET's recommendations are timely and intervention is most effective. CEP reserves the right to reject the ABET report for any program, and require a regular external review. This may occur for several reasons, such as in cases where there are serious concerns, where ABET failed to address an issue of importance to the CEP, or when too much time has elapsed between the ABET report and program review.
2. When ABET releases its final statement in the summer, BCOE will send it and any accompanying documents to CEP along with the program's self-study for the ABET review.
3. Early in the academic year, CEP will select subcommittees to conduct the reviews, and the programs under review will submit responses to the ABET report.
4. After the subcommittee has been selected faculty and student satisfaction surveys in accordance with CEP's Undergraduate Program Procedures will be completed through Computing and Communications. The results of these surveys will serve to supplement the ABET report and will be held confidential. Only the review subcommittee and CEP will have access to the results.
5. The subcommittee will review ABET's final report, the self-study and the program's response to the ABET report. During the review, the subcommittee may amend the review if necessary. For example, an amendment could request additional information from the program or solicit a supplemental external evaluation.
6. Once the terms of the review and any amendments are completed, the subcommittee will prepare a draft Findings and Recommendations document. This document will be forwarded to the program by the end of the academic year, though in most cases it will be sent much earlier. From this point on, the review process is identical to that of a regular external review.
7. At the end of the first academic year of the review cycle, CEP will use ABET's final statement to determine which programs are reviewed the following year. As before, CEP reserves the right to reject the ABET report for any program and require a regular external review. The process is continued until all the programs are reviewed. Undergraduate programs that are not part of the ABET review process will undergo a regular external review at a time that is

not necessarily tied to the ABET accreditation.