SHOWTIME!
Creating a Site Visit That Makes the Grade

Session Goals and/or ABET Criterion (Criteria) Addressed

Our “SHOWTIME!” presentation will discuss the diverse set of issues related to the on-site visit. We will present pointers and guidelines to faculty leaders responsible for the site visit. Specifically, we will discuss issues such as determining a visit for a single program versus multiple programs; preparing a document room and filling it with the relevant items; organizing materials found in the document room; preparing faculty and students; and planning a “power luncheon” for the program evaluators and affiliates of your program.

Presentation Format

SHOWTIME! is designed as a 50-minute session and includes a combination of presentation materials and three interactive group exercises for the attendees. The exercises cover the topics of:
1. What documents should be found in the document room?
2. Designing the lunch menu.
3. Creating the luncheon’s seating plan for maximum effectiveness.

The session ends with a summary of the ideas discussed and a Q&A session.

Session Summary

The site visit complements the written application and self-study document in the ABET accreditation process. The site visit provides the single event for program evaluators to personally witness a comprehensive program presentation. Proper planning and consideration of specific pre-visit activities will lead to a site visit that is complete, relevant and exciting. Every moment is valuable, every activity is vital; make every moment count!

Key Words

Site visit; Preparing for the site visit; Single program versus multiple programs; Preparing the document room and organizing it; Preparing faculty and students for the site visit; Planning a “power luncheon” for the site visit

Bibliography

No references cited other than the ABET website, www.abet.org.
Session Presenters

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