Accurate and Efficient Accreditation Documentation Preparation

Session Goals and/or ABET Criterion (Criteria) Addressed
The goals are to cover some important topics related to accurate and efficient accreditation documentation preparation. Timely development of thorough self-studies is the focus of the session. The material should give those planning to write or to assist in writing a self-study a number of useful guidelines.

Presentation Format
The planned format is a 50-minute PowerPoint presentation, followed by some short written exercises, and concluding with questions and answers. The last part of this 80-minute session is intended to be interactive.

Session Summary
The session delves into accurate and efficient accreditation documentation preparation including how to

- prepare thorough and accurate documentation efficiently
- parcel out the work to faculty and maintain their interest
- coordinate faculty efforts
- avoid common pitfalls
- maintain a uniform collection of course materials
- gather and maintain all relevant accreditation materials
- work with senior-level administrators and keep them informed about the accreditation process
- interface with other academic departments, human resources, the library, business office, and so on

There will be a focus on writing tips. The presentation will use positive and negative examples from computer science.

Key Words
Documentation, herding cats, procrastination, self-study preparation, and task management.
Bibliography

This is a recommended set of references that someone preparing a self-study should read. (On January 24, 2003 a Google search of “accreditation documentation preparation” turned up exactly one hit, whereas a Google search of “accreditation documentation preparation” turned up 160,000 hits.)


7. www.abet.org/info_prgs.html Information for Programs and Institutions.

8. www.cs.armstrong.edu/greenlaw/presentations.html This Presentation.

Session Presenters

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