

**ABET, Inc.**  
**CAC Accreditation Commission (cac@abet.org)**  
**PROGRAM AUDIT FORM FOR 2013-2014 VISITS**

The attached Program Audit Form (PAF) summarizes the visit team's initial assessment of each program being considered for accreditation and/or extension of accreditation by ABET.

The PAF has two parts. The first part summarizes the team's identification of shortcomings with respect to criteria and policies. Shortcomings are shown as a Deficiency (D), Weakness (W), or Concern (C). Definitions are on the next page. The second part of the PAF is a detailed description of any identified shortcomings.

The due-process period begins with the departure of the visit team. Due process is a critical part of the accreditation effort and consists of the following steps:

- **Seven-day response:** Each program has seven days to respond to the Team Chair in case of errors of fact. Only factual errors will be considered in this portion of the review process. Please provide this response in electronic format. Additional material (beyond errors of fact) included with the seven-day response will be considered with the due-process response. If no errors are noted, no seven-day response is required; please notify your Team Chair if you will NOT be submitting a response.
- **Draft statement:** The Team Chair, working in collaboration with the visit team members, incorporates your seven-day response (if any) into a Draft Statement that is edited and reviewed by two editors, each of whom is a member of commission's executive committee. Following a final editing step by ABET Headquarters, the Draft Statement and a letter of transmittal are sent to your institution. We would like to stress that the institution may immediately begin addressing shortcomings and need not wait for receipt of the Draft Statement.
- **Due-process response:** You have 30 days after the receipt of the Draft Statement to reply to the Team Chair with your response to the team's findings. The response normally will include documentation of actions taken to correct shortcomings identified in the Draft Statement. Copies of your due-process response should be sent to the Team Chair and to the editors indicated in the cover letter. Please provide responses in electronic format, if at all possible. You are not required to submit a due-process response. Please inform ABET (use the email address at the top of this page) and your Team Chair if you will NOT be submitting a response.
- **Final statement:** The Team Chair consults with Program Evaluators as necessary and incorporates the due-process response into the Final Statement. The statement is again reviewed by the editors and sent to ABET Headquarters for final processing.
- **Final action:** At its annual meeting in July, the full commission reviews all Final Statements and recommended actions. Following discussion, a vote of the Commissioners is taken for each program at each institution.
- **Notification of final action:** In August, ABET sends the Final Statement and transmittal letter informing you of the official accreditation actions for your programs.

ABET, Inc.  
CAC Accreditation Commission  
Program Audit Form

Institution	San Jose State University	Visit Dates	October 20-22, 2013
Program Name	B.S. in Computer Science	Program Criteria Used in Evaluation	Computer Science
Team Chair	Allen Parrish	Program Evaluator(s)	Craig Holcomb, Stewart Crawford
Type of Visit	<input type="checkbox"/> General Review <input checked="" type="checkbox"/> Interim Review		

**PROGRAM AUDIT SUMMARY**  
(PROVIDE A COPY TO INSTITUTION AT EXIT MEETING)

Use "C" for concern, "W" for weakness, and "D" for deficiency in the appropriate line. <sup>1</sup>	Shortcomings from Previous Review	Exit Meeting
If the program has no deficiencies or weaknesses, check this line.		
1. STUDENTS		
2. PROGRAM EDUCATIONAL OBJECTIVES	<b>W</b>	
3. STUDENT OUTCOMES		
4. CONTINUOUS IMPROVEMENT	<b>D</b>	
5. CURRICULUM		
6. FACULTY		<b>C</b>
7. FACILITIES		
8. INSTITUTIONAL SUPPORT		
PROGRAM CRITERIA		
ACCREDITATION POLICIES AND PROCEDURES		

<sup>1</sup>Definition of terms:

- Concern: A concern indicates that a program currently satisfies a criterion, policy, or procedure; however, the potential exists for the situation to change such that the criterion, policy, or procedure may not be satisfied.
- Weakness: A weakness indicates that a program lacks the strength of compliance with a criterion, policy, or procedure to ensure that the quality of the program will not be compromised. Therefore, remedial action is required to strengthen compliance with the criterion, policy, or procedure prior to the next evaluation.
- Deficiency: A deficiency indicates that a criterion, policy, or procedure is not satisfied. Therefore, the program is not in compliance with the criterion, policy, or procedure.

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**DETAILED EXPLANATION OF SHORTCOMINGS**  
(PROVIDE A COPY TO INSTITUTION AT EXIT MEETING)

<p>The following comments provide detailed information on the shortcomings indicated on the Program Audit Summary.</p> <p>For each shortcoming, the detailed information should:</p> <ul style="list-style-type: none"> <li>a) Cite the applicable part of the criterion</li> <li>b) Describe the observed facts that are inconsistent or potentially inconsistent with the stated criterion</li> <li>c) Describe the negative impact on the program of the inconsistencies or potential inconsistencies</li> </ul>
1. STUDENTS
2. PROGRAM EDUCATIONAL OBJECTIVES
3. STUDENT OUTCOMES
4. CONTINUOUS IMPROVEMENT
5. CURRICULUM
6. FACULTY

**The B.S. in Computer Science (BSCS) program is effectively served by its current faculty of around 15 full-time people, which also supports a B.S. program in software engineering and a M.S. program with 150 students. However, the faculty appears to be functioning at capacity, and the B.S. programs have grown by about 30% over the past two years with expectations for continued growth. In addition, the institution has a targeted growth plan which centers on increasing the size of the graduate program by 300 students over the next 2-3 years. Thus, there is a concern that the size of the faculty may become insufficient to support the BSCS program if growth continues at the present rate at the undergraduate level, and the targeted growth plan is successful at the graduate level.**

**7. FACILITIES**

**8. INSTITUTIONAL SUPPORT**

**PROGRAM CRITERIA**

**POLICIES AND PROCEDURES**