PCS Information and Computing Accreditation Board

GUIDE AND TEMPLATE FOR THE PREPARATION OF SELF STUDY REPORTS

For Accreditation Cycle

Optional for Reviews after 20 October 2018 and
During the 2019-2020 Accreditation Cycle

Mandatory for Reviews Starting with the 2020-2021 Accreditation Cycle

PICAB-CAC

PDN 006
Philippine Copyright 2018 by Philippine Computer Society (PCS): *No part of this document may be reproduced, transmitted, downloaded, decompiled, reverse-engineered, or stored in or introduced into any information storage and retrieval system, in any form or by any means, whether electronic or mechanical, now known or hereinafter invented, without the express written permission of PCS.*

Table of Contents

1.0 Introduction 3
2.0 Requirements 3
3.0 Supplemental Materials 5
4.0 Submission and Distribution of Self Study Reports 5
5.0 Confidentiality 7
6.0 Template 7

6.1 Background Information 9

6.2 General Criteria 11
6.2.1 Criterion 1 – Program Educational Objectives 11
6.2.2 Criterion 2 – Students Outcomes 13
6.2.3 Criterion 3 – Curriculum 15
6.2.4 Criterion 4 – Students 18
6.2.5 Criterion 5 – Faculty 20
6.2.6 Criterion 6 – Facilities 22
6.2.7 Criterion 7 – Institutional Support 25
6.2.8 Criterion 8 – Industry-Academe Linkage and Community Oriented Activities 27
6.2.9 Program Improvement 29

6.3 Program Criteria 33
6.3.1 Computer Science 34
6.3.2 Information Systems 38
6.3.3 Information Technology 41

6.4 Compliance with PICAB Policies and Procedures 42

7.0 Tables

Table 3-1 Curriculum 44
Table 5.1 Faculty Qualification 45
Table 5.2 Faculty Workload Summary 46
Table D-1 Program Enrollment and Degree Data 47
Table D-3 Personnel 48

8.0 Appendices

Appendix A Course Syllabi 49
Appendix B Faculty Vitae 50
Appendix C Equipment 51
Appendix D Institutional Summary 52

PICAB-CAC

PHILIPPINE COMPUTER SOCIETY

Philippine Copyright 2018 by Philippine Computer Society (PCS): *No part of this document may be reproduced, transmitted, downloaded, decompiled, reverse-engineered, or stored in or introduced into any information storage and retrieval system, in any form or by any means, whether electronic or mechanical, now known or hereinafter invented, without the express written permission of PCS.*

1.0 Introduction

The Self-Study Report (SSR) is the Higher Education Institution's (HEI's) quantitative and qualitative self-assessment of the strengths and limitations of the program being submitted for review. It provides information critical to a thorough on-site review of the program by PCS Information and Computing Accreditation Board - Computing Accreditation Commission (PICAB-CAC). The SSR should explain how the program meets each of the PICAB general criteria, the PICAB program criteria, and the PICAB Policies and Procedures. It is necessary that the SSR address all methods of instructional delivery used by the program, all possible paths that students may take to complete the degree, and all remote offerings available to students in the program.

CAC of PICAB provides a Guide for the preparation of Self-Study Reports (SSRs) to assist the institution in completing the Self-Study Report (SSR). As part of this document, CAC also provides a template for the SSR.

2.0 Requirements

The program name used on the cover of the SSR shall be identical to that used in the institutional publications, on the PICAB Request for Evaluation (RFE), and on the transcripts of records (TORs) of graduates. This shall ensure that the program is correctly identified in PICAB records and that graduates can be correctly identified as

PICAB-CAC

PHILIPPINE COMPUTER SOCIETY

Philippine Copyright 2018 by Philippine Computer Society (PCS): *No part of this document may be reproduced, transmitted, downloaded, decompiled, reverse-engineered, or stored in or introduced into any information storage and retrieval system, in any form or by any means, whether electronic or mechanical, now known or hereinafter invented, without the express written permission of PCS.*

graduating from an accredited program. Normally, each program requires a SSR. While this Guide primarily addresses accreditation criteria, it also addresses certain sections of the ***PICAB Accreditation Policies and Procedures Manual*** (**PAPPM**). While it is desirable that the overall structure of the Template be retained, it is not necessary to preserve notes or pages of instructions related to preparing the SSR

A program may use terminology different from that used in the Guide/Template. If different terminology is used, it is important that the SSR provide notes of explanation to clearly link the terminology in the SSR to terminology used in the Guide/Template.

Tables in the Template may be modified in format to present more clearly the information related to the program. When this is done, it is suggested that a brief explanatory footnote be included about why the table was modified. Rows may be added to or deleted from tables to better accommodate program information.

The ***educational unit*** is the administrative unit charged with academic responsibility for the program(s) being reviewed by PICAB-CAC. For example, if a single program is being reviewed, the educational unit may be the department. If more than one program is being reviewed, the educational unit is the administrative unit responsible for the collective group of programs being reviewed by CAC.

PICAB-CAC

PHILIPPINE COMPUTER SOCIETY

Philippine Copyright 2018 by Philippine Computer Society (PCS): *No part of this document may be reproduced, transmitted, downloaded, decompiled, reverse-engineered, or stored in or introduced into any information storage and retrieval system, in any form or by any means, whether electronic or mechanical, now known or hereinafter invented, without the express written permission of PCS.*

3.0 Supplemental Materials

The following materials shall be supplied in addition to the SSR:

3.1 The general institution catalog covering course details and other institutional information applicable at the time of the review.

3.2 Promotional brochures or literature describing program offerings of the institution.

3.3 Official academic TORs of recent graduates. The official academic transcript contains a listing of all the courses taken by a graduate, year/semester courses taken, the grades earned, and degree(s) earned. The **team chair shall request a specific sampling of transcripts** for each program and shall provide a timeframe in which they should be provided to program evaluators. **Each academic transcript shall be accompanied by the requirements the program demands of the graduate and accompanied by worksheets that the program uses to show how the graduate has fulfilled such program requirements.**

4.0 Submission and Distribution of Self-Study Report

4.1 To PICAB-CAC Headquarters by July 1 of the calendar year of the review:

4.1.1 To: Computing Accreditation Commission, PICAB

4.1.1.1 Submit one SSR including all appendices for each program

4.1.1.2 Submit one set of the supplemental materials without the academic transcripts

PICAB-CAC

Philippine Copyright 2018 by Philippine Computer Society (PCS): *No part of this document may be reproduced, transmitted, downloaded, decompiled, reverse-engineered, or stored in or introduced into any information storage and retrieval system, in any form or by any means, whether electronic or mechanical, now known or hereinafter invented, without the express written permission of PCS.*

4.1.2 To Team Chair by July 1 of the calendar year of the review:

4.1.2.1 Submit one SSR including all appendices for each program; and

4.1.2.2 Submit one set of the supplemental material.

4.1.3 To Team Chair when requested after the team is set:

4.1.3.1 A set of transcripts for each program.

NOTE: Prior to submission, address to the Team Chair, institution's preference of submission method for the Self-Study Report.

4.2 The **team chair shall provide instructions and addresses the HEI to submit the SSR and supplemental material directly to each program evaluator and approved observer**. Please **do not send the SSR to the Program Evaluator until instructed to do so by the Team Chair**.

4.3 When new or updated material becomes available between the submission of the SSR and the date of the on-site review, the program shall provide the updated material to the team members as far in advance as possible or upon the team's arrival for the on-site review. All such material shall **also be sent to PICAB-CAC Headquarters**.

NOTE: The SSR and supplemental material should be submitted as pdf read-only files on a secured cloud platform. Each SSR and supplemental material shall be self-contained in the medium submitted and shall not include external hyperlinks. Catalogs that are available only electronically shall be submitted in a pdf read-only format. The catalog shall be the version available at the time the SSR is prepared. Web-based versions may not be submitted. The submission cannot be a combination of hard copy and electronic file. No email submission is permitted.

PICAB-CAC

PHILIPPINE COMPUTER SOCIETY

Philippine Copyright 2018 by Philippine Computer Society (PCS): *No part of this document may be reproduced, transmitted, downloaded, decompiled, reverse-engineered, or stored in or introduced into any information storage and retrieval system, in any form or by any means, whether electronic or mechanical, now known or hereinafter invented, without the express written permission of PCS.*

5.0 Confidentiality

All information supplied are confidential for use by the CAC and its authorized agents. The information shall not be disclosed without authorization from the institution concerned, except as part of summary data such that the specific institution shall not be identifiable or except when the documents are already in the public domain.

6.0 Template

The template for the SSR begins on the next page.

PICAB-CAC

Philippine Copyright 2018 by Philippine Computer Society (PCS): *No part of this document may be reproduced, transmitted, downloaded, decompiled, reverse-engineered, or stored in or introduced into any information storage and retrieval system, in any form or by any means, whether electronic or mechanical, now known or hereinafter invented, without the express written permission of PCS.*

PICAB-CAC
Self-Study Report
for the
<Program Name>
of
<HEI Name>
<Location>

<Date>

PICAB-CAC

.

C O N F I D E N T I A L
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

Program Self-Study Report
for PICAB-CAC
Accreditation or Reaccreditation

6.1 BACKGROUND INFORMATION

6.1.1 Contact Information

6.1.1.1 List name, mailing address, telephone number, fax number, and email address of the primary pre-visit contact person for the program

6.1.2 Program History

6.1.2.1 Include the year that the program was first implemented and the date of the most recent general review

6.1.2.2 Summarize major program changes with emphasis on changes which have occurred since the last general review

6.1.3 Options

6.1.3.1 List and describe any options, tracks, concentrations, etc. included in the program

6.1.4 Program Delivery Modes

6.1.4.1 Describe the delivery modes used by the program, e.g., days, evenings, weekends, cooperative education, traditional lecture/laboratory, off-campus, distance education, web-based, etc.

PICAB-CAC

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

6.1.5 Program Locations

6.1.5.1 Include all locations where the program or a portion of the program are regularly offered; that is, these shall also include dual degrees, international partnerships, etc.

6.1.6 Deficiencies, Weaknesses or Concerns from previous PICAB-CAC evaluation(s) and the actions taken to address them

6.1.6.1 Summarize the Deficiencies, Weaknesses, or Concerns remaining from the most recent PICAB-CAC Final Statement

6.1.6.2 Describe the actions taken to address them, including effective dates of actions, if applicable

6.1.6.3 If this is an initial accreditation, please indicate so.

6.1.7 Compliance with CHED Requirements

6.1.7.1 Describe how the program complies with any applicable requirements of the Commission on Higher Education (CHED)

PICAB-CAC

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

6.2 GENERAL CRITERIA

6.2.1 Criterion 1 – Program Educational Objectives

6.2.1.1 Mission Statement

6.2.1.1.1 Provide the HEI mission statement

6.2.1.2 Program Educational Objectives

6.2.1.2.1 List the Program Educational Objectives (PEOs), and state where the general public can find these objectives

6.2.1.3 Consistency of the PEOs with the Mission of the HEI

6.2.1.3.1 Describe how the PEOs are aligned with the mission of the HEI

6.2.1.4 Program Constituencies

6.2.1.4.1 List the program constituencies or stakeholders

Describe how the PEOs are responsive to the needs of stakeholders, particularly to the needs of industry employers

6.2.1.5 Process for Establishment of the PEOs

6.2.1.5.1 Describe the process for establishing the initial PEOs including how the program's various stakeholders are involved in this process

PICAB-CAC

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

6.2.1.6 Process for Periodic Review and Revision of PEOs

6.2.1.6.1 Describe the process for the periodic review of PEOs including how the program's various stakeholders are involved in this process Describe how this process is systematically utilized to ensure that the program's educational objectives remain consistent with the institutional mission, the program constituents' needs, and these criteria

PICAB-CAC

C O N F I D E N T I A L
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

6.2.2 Criterion 2 – Student Outcomes

The program shall document Student Outcomes (SOs) that prepare graduates to attain the PEOs. There shall be a documented process for the establishment of the initial SOs and a documented process for the periodic review and possible revision of these SOs.

6.2.2.1 List the SOs of the program and indicate where these are documented.

Items below are the SOs that shall be assessed:

6.2.2.1.1 Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions;

6.2.2.1.2 Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline;

6.2.2.1.3 Communicate effectively in a variety of professional contexts;

6.2.2.1.4 Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles; and,

PICAB-CAC

6.2.2.1.5 Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.

6.2.2.2 A program may specify its own set of outcomes to ensure attainment of its PEOs, but its SOs shall cover the above five (5) characteristics.

Indicate how the program enables each characteristic

6.2.2.2.1 Additional SOs under the Program Criteria

List the additional SOs required under the corresponding specific Program Criteria

6.2.2.3 Relationship of SOs with PEOs

6.2.2.3.1 Describe how the SOs in the items 6.2.2.1 and 6.2.2.2.1 prepare graduates to attain the PEOs. You may use a table to assist in the description.

6.2.2.4 Process for the Establishment and Revision of SOs

6.2.2.4.1 Describe the process used for establishing and revising SOs

PICAB-CAC

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

6.2.3 Criterion 3 – Curriculum

6.2.3.1 Program Curriculum

6.2.3.1.1 The program's requirements shall be consistent with its PEOs and designed in such a way that each of the SOs can be attained. The curriculum shall combine technical, professional, and general education components to prepare students for a career, further study, and lifelong professional development in the computing discipline associated with the program.

6.2.3.1.2 The curriculum requirements shall specify topics but shall not prescribe specific courses. The program shall include mathematics appropriate to the discipline and at least forty-five (45) semester credit hours (or equivalent) or up-to-date coverage of fundamental and advanced computing topics that provide both breadth and depth. The computing topics shall include:

(a) Techniques, skills, and tools necessary for computing practice;

(b) Principles and practices for secure computing; and,

PICAB-CAC

(c) Local and global impacts of computing solutions on individuals, organizations, and society.

6.2.3.1.3 Complete **Table 3-1** that describes the plan of study for students in the program including information on course offerings in the form of a recommended schedule by year and term, along with average section enrollments for all courses in the program over the two years immediately preceding the visit. If there is more than one curricular path, the Table 3-1 shall provide for each path. **State the length of your term and state the equivalent credit hours for your term for each course**.

6.2.3.1.4 Describe how the curriculum and its associated prerequisite structure support the attainment of SOs

6.2.3.1.5 Describe how the curriculum aligns with the PEOs

6.2.3.1.6 Provide a flowchart or worksheet that illustrates the prerequisite structure of the program's required courses

6.2.3.1.7 For each curricular area specifically addressed by either the general criteria or the applicable program criteria as shown in Table 3-1, describe how the

PICAB-CAC

program meets the **specific requirements for the program area** in terms of hours and depth of study.

6.2.3.1.8 Describe the materials (e.g., course syllabi, textbooks, sample student work, etc.), **which shall be available for review during the visit** to demonstrate achievement related to this criterion

6.2.3.2 Course Syllabi

6.2.3.2.1 Include, as **Appendix A**, a syllabus for each course used to satisfy the mathematics, science, and discipline-specific requirements required by Criterion 3 and any applicable program criteria

Table 3-1 Curriculum

See Table 3-1 Curriculum (i.e., MS Excel file)

PICAB-CAC

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

6.2.4 Criterion 4 – Students

For the items below, attach any written policies that apply.

6.2.4.1 Evaluating Student Performance

6.2.4.1.1 Summarize the process for evaluating student performance

6.2.4.2 Monitoring Student Progress

6.2.4.2.1 Summarize the process for monitoring student progress in order to foster success in attaining SOs, thereby enabling graduates to attain PEOs

6.2.4.2.2 Include information on how the program ensures and documents that students are meeting prerequisites and how the program handles the situation when a prerequisite has not been met

6.2.4.3 Student Advising

6.2.4.3.1 Describe the process for student advising regarding curriculum and career matters

6.2.4.3.2 Include information on how often students are advised, who provides the advising (program faculty, departmental, college or university advisor)

6.2.4.4 Student Admissions

6.2.4.4.1 Summarize the requirements and process for accepting new students into the program

PICAB-CAC

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

6.2.4.5 Transfer Students and Transfer Courses

6.2.4.5.1 Summarize the requirements and process for accepting transfer students and transfer credit

6.2.4.6 Work in Lieu of Courses

6.2.4.6.1 Summarize the requirements and process for awarding credit for work in lieu of courses and this could include such as life experience, Advanced Placement, dual enrollment, test out, etc.

6.2.4.7 Graduation Requirements

6.2.4.7.1 Summarize the graduation requirements for the program and the process for ensuring and documenting that each graduate completes all graduation requirements of the program; that is, state the name of the degree awarded (Bachelor of Science in Computer Science, Bachelor of Science in Information Technology, etc.)

6.2.4.8 Transcripts of Records of Recent Graduates

6.2.4.8.1 The program shall provide Transcripts of Records (TORs) from some of the most recent graduates to the visiting team along with any needed explanation on how the TORs are to be interpreted.

6.2.4.8.2 State how the program is designated on the TOR

The Team Chair shall request these TORs separately.

PICAB-CAC

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

6.2.5 Criterion 5 – Faculty

6.2.5.1 Faculty Qualifications

6.2.5.1.1 Describe the qualifications of the faculty - how they are adequate to cover all the curricular areas of the program and how they meet any applicable program criteria; that is, the description shall include the composition, size, credentials, and experience of the faculty. Complete **Table 5-1** Include faculty resumes in Appendix B.

6.2.5.1.2 Additional Faculty Requirements under Program Criteria

(a) If there are additional requirements regarding Faculty specified under Program Criteria, include discussions here.

6.2.5.2 Faculty Workload

6.2.5.2.1 Complete Faculty Workload Summary as shown in Table 5-2 and provide information in terms of workload expectations or requirements for the current academic year

6.2.5.3 Faculty Size

6.2.5.3.1 Discuss the adequacy of the size of the faculty and describe the extent and quality of faculty involvement in interactions with students, student

PICAB-CAC

advising, and oversight of the program

6.2.5.4 Professional Development

6.2.5.4.1 Provide detailed descriptions of professional development activities for each faculty member

6.2.5.5 Authority and Responsibility of Faculty

6.2.5.5.1 Describe the role played by the faculty with respect to course creation, modification, and evaluation, their role in the definition and revision of PEOs and SOs, and their role in the attainment of the SOs

6.2.5.5.2 Describe the roles of others on campus, e.g., dean or provost, with respect to these areas

Table 5-1. Faculty Qualifications

See Faculty Qualifications as shown in Table 5-1 (MS Excel file)

Table 5-2. Faculty Workload Summary

See Faculty Workload Summary as shown in Table 5-2 (MS Excel file)

PICAB-CAC

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

6.2.6 Criterion 6 - Facilities

Include information concerning facilities at all sites where program courses are delivered

6.2.6.1 Offices, Classrooms and Laboratories

Summarize each of the program's facilities in terms of their ability to support the attainment of the SOs and to provide a conducive to learning atmosphere

6.2.6.1.1 Offices (e.g., administrative, faculty, clerical, and teaching assistants) and any associated equipment that is typically available there

6.2.6.1.2 Classrooms and associated equipment that are typically available where the program courses are taught

6.2.6.1.3 Laboratory facilities including those containing computers (i.e., describe available hardware and software) and the associated tools and equipment that support instruction.

(a) Include facilities used by students in the program even if the facilities are not dedicated to the program and state the times they are available to students

PICAB-CAC

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

(b) Complete Appendix C as a listing of the major pieces of equipment used by the program in support of instruction

6.2.6.2 Computing Resources

6.2.6.2.1 Describe any computing resources (workstations, servers, storage, networks including software) in addition to those described in the laboratories in item 6.2.6.1 (p. 22), which are used by the students in the program

6.2.6.2.2 Include a discussion of the accessibility of HEI-wide computing resources available to all students at various locations such as student housing, library, student union, off-campus, etc.

6.2.6.2.3 State the hours the various computing facilities are open to students

6.2.6.2.4 Assess the adequacy of these facilities to support the scholarly and professional activities of the students and faculty in the program

6.2.6.3 Guidance

6.2.6.3.1 Describe how students in the program are provided appropriate guidance regarding the use of tools, equipment, computing resources, and laboratories

PICAB-CAC

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

6.2.6.3.2 Maintenance and Upgrading of Facilities

(a) Describe the policies and procedures for maintaining and upgrading the tools, equipment, computing resources, and laboratories used by students and faculty in the program

6.2.6.4 Library Services

Describe and evaluate the capability of the library (or libraries) to serve the program, including the adequacy of the library's technical collection relative to the needs of the program and the faculty, the adequacy of the process by which faculty may request the library to order books or subscriptions, the library's systems for locating and obtaining electronic information, and any other library services relevant to the needs of the program

6.2.6.5 Overall Comments on Facilities

Describe how the program ensures that the facilities, tools, and equipment used in the program are safe for their intended purposes

PICAB-CAC

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

6.2.7 Criterion 7 – Institutional Support

6.2.7.1 Leadership

Describe the leadership of the program, discuss its adequacy to ensure the quality and continuity of the program and how it is involved in decisions that affect the program

6.2.7.2 Program Budget and Financial Support

6.2.7.2.1 Describe the process used to establish the program's budget and provide evidence of continuity of institutional support for the program

6.2.7.2.2 Include the sources of financial support including both permanent, recurring and temporary or one-time funds

6.2.7.2.3 Describe how the HEI supports teaching in terms of teaching workshops, etc.

6.2.7.2.4 To the extent not described above, describe how resources are provided to acquire, maintain, and upgrade the infrastructures, facilities, and equipment used in the program

6.2.7.2.5 Assess the adequacy of the resources described in this section with respect to the students in the program being able to attain the SOs

PICAB-CAC

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

6.2.7.3 Staffing

6.2.7.3.1 Describe the adequacy of the staff (i.e., administrative, instructional, and technical) and institutional services provided to the program.

6.2.7.3.2 Discuss methods used to retain and train staff

6.2.7.4 Faculty Hiring and Retention

6.2.7.4.1 Describe the process for hiring of new faculty

6.2.7.4.2 Describe strategies used to retain current qualified faculty

6.2.7.5 Support for Faculty Professional Development

6.2.7.5.1 Describe the adequacy of support for faculty professional development, how such activities such as sabbaticals, travel, workshops, seminars, etc., are planned and supported

PICAB-CAC

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

6.2.8 Criterion 8 – Industry-Academe Linkage and Community-Oriented Programs

6.2.8.1 Industry-Academe Linkage

6.2.8.1.1 Describe how the program ensures that it is responsive to the needs of stakeholders, particularly to the needs of industry employers.

6.2.8.1.2 Describe how interactions – between students and faculty members of the program; with IT professionals from industry through activities such as on-the-job student training, internships, visits to industry facilities, industry guided/approved capstone project courses, collaborative HEI projects sponsored by industry; and with industry leaders in advisory boards – complement the academic program and benefit industry

6.2.8.1.3 Describe how these interactions are planned such that both the programs and the employers reap tangible benefits

6.2.8.2 Community-Oriented Programs

6.2.8.2.1 Describe the activities of students and student organizations to assist communities as an avenue for societal service and also to gain understanding of the impact of computing solutions on society

PICAB-CAC

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

6.2.8.2.2 The assistance should be based on the needs of the community.

PICAB-CAC

C O N F I D E N T I A L
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

6.2.9 Criterion 9 – Program Improvement

6.2.9.1 Assessment of SOs

6.2.9.1.1 Describe the use of documented periodic (indicate the frequency) processes for SOs assessment (SOA) to gather the data upon which the evaluation of each student outcome is based

6.2.9.1.2 Examples of data collection processes may include, but are not limited to, specific exam questions, student portfolios, internally developed assessment exams, senior project presentations, nationally normed exams, oral exams, focus groups, industrial advisory committee meetings, or other processes that are relevant and appropriate to the program.

6.2.9.1.3 If direct methods are used, indicate the performance indicators for each student outcome, and the use of rubrics for the performance indicators, as appropriate.

6.2.9.1.4 If SOs achievement tests or other types of tests are used, include these instruments in item 6.2.9.1

PICAB-CAC

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

6.2.9.2 Evaluation of SOs

6.2.9.2.1 Describe the use of documented periodic (i.e., indicate the frequency) processes for evaluation of each student outcome

6.2.9.2.2 Describe how the assessment process in item 6.2.9.1 (p.29) is used for student evaluation

6.2.9.2.3 If several partial evaluations are used, describe how they are combined to arrive at a complete evaluation of each student outcome.

6.2.9.2.4 Indicate the expected level of attainment for each of the student outcome

6.2.9.2.5 Discuss the degree of attainment of each student outcome in the program.

6.2.9.2.6 If the assessment data and the corresponding evaluation are available for several periods, describe and compare the degree of attainment of each student outcome in the program

6.2.9.3 Assessment of PEOs

6.2.9.3.1 Describe the use of documented periodic (i.e., indicate the frequency) processes for PEOs assessment to gather the data upon which the evaluation of each PEO is based

PICAB-CAC

6.2.9.3.2 Examples of data collection processes may include, but are not limited to: employer survey instruments, alumni survey instruments, and nationally normed examinations.

6.2.9.3.3 Include PEO Assessment instruments in item 6.2.9.6 (p. 30)

6.2.9.4 Evaluation of PEOs

6.2.9.4.1 Describe the use of documented periodic (i.e., indicate the frequency) processes for PEOs evaluation.

6.2.9.4.2 Describe how the assessment process in item 6.2.9.3 (p. 30) is used for PEOs evaluation

6.2.9.4.3 Summarize the degree of achievement of the PEOs.

6.2.9.5 Program Improvement

6.2.9.5.1 The results of the Student Outcomes Evaluation (SOE) and the Program Educational Objectives Evaluation (PEOE) shall be utilized as input for documented periodic program improvement including but not limited to improvements in courses of the curriculum, laboratory facilities and equipment, library acquisitions, and faculty hiring.

(a) Other available information, as appropriate, may be used as input to total program improvement.

PICAB-CAC

6.2.9.5.2 Describe the results of any changes (i.e., whether or not effective) in cases where re-assessment of the results has been completed

6.2.9.5.3 Indicate any significant future program improvement plans based upon recent evaluations

6.2.9.5.4 Provide a brief rationale for each of these planned changes

6.2.9.5.5 The periodic assessment and evaluation of SOs and the periodic assessment and evaluation of PEOs are intended to progressively improve the degree of attainment of SOs and PEOs.

6.2.9.6 Additional Information

6.2.9.6.1 Describe how the results in Criterion 9 are kept and maintained

6.2.9.6.2 Copies of any of the assessment instruments or materials referenced in items 6.2.9.1 (p. 29) and 6.2.9.3 (p. 30) shall be available for review at the time of the visit.

6.2.9.6.3 Other information such as minutes from meetings where the assessment results were evaluated and where recommendations for action were made could also be included.

PICAB-CAC

C O N F I D E N T I A L
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

6.3 PROGRAM CRITERIA

- Describe how the program satisfies any applicable program criteria
- If already covered elsewhere in the self-study report, indicate appropriate items where these can be found.

PICAB-CAC

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

6.3.1 Program Criterion for Computer Science

This program criterion applies to Computing and Information Technology Education (CITE) programs using ***computer science*** in the "<Program Name>" of the HEI's SSR.

6.3.1.1 Additional SOs

6.3.1.1.1 In addition to five (5) SOs enumerated in item 6.2.2 (p. 13), graduates of the program shall also have an ability to:

- Apply computer science theory and software development fundamentals to produce computing-based solutions.

6.3.1.1.2 Include this additional required SO in item 6.2.2 Criterion 2 – Student Outcomes (p. 13)

6.3.1.1.3 Indicate in Program Criterion that the additional SO is included in item 6.2.2.2, Criterion 2 – Student Outcomes (p. 14)

6.3.1.2 Additional Curriculum Requirements

6.3.1.2.1 The curriculum requirements shall specify topics, but do not prescribe specific courses. These requirements are:

PICAB-CAC

C O N F I D E N T I A L
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

(a) Computer Science: at least forty-five (45) semester credit hours, or equivalent, of technical and professional topics shall include:

1. Substantial coverage of algorithms and complexity, computer science theory, concepts of programming languages, and software development;
2. Substantial coverage of at least one (1) general-purpose programming language;
3. Exposure to computer architecture and organization, information management, networking and communication, operating systems, and parallel and distributed computing;
4. The study of computing-based systems at varying levels of abstraction;
5. A major project requires integration and application of knowledge and skills acquired in earlier course work; and,
6. Principles and practices for secure computing.

PICAB-CAC

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

(b) Mathematics: At least fifteen (15) semester credit hours, or equivalent, that shall include discrete mathematics and shall have mathematical rigor at least equivalent to introductory calculus. The additional mathematics might include course work in areas such as calculus, linear algebra, numerical methods, probability, statistics, symbolic logic, or number theory.

(c) Natural Science: At least eight (8) semester credit hours, or equivalent, in natural science course work intended for science and engineering majors. This course work shall develop an understanding of the scientific method and shall include laboratory work.

6.3.1.2.2 Describe how your program complies with these additional curricular requirements in item 6.2.3, Criterion 3 – Curriculum (p. 15).

6.3.1.2.3 Indicate in Program Criterion that the additional curricular requirements are addressed in item 6.2.3, Criterion 3 – Curriculum (p. 15).

PICAB-CAC

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

6.3.1.3 Additional Faculty Requirements

6.3.1.3.1 Some full-time faculty shall have PhD in Computer Science, or a doctoral degree provided that there is a track record of scholarly work of research articles and conference papers whose titles are in computer science fields.

6.3.1.3.2 Describe how your program complies with these additional Faculty requirements in item 6.2.5, Criterion 5 – Faculty (p. 20).

6.3.1.3.3 Indicate in Program Criterion that the additional Faculty requirements are addressed in item 6.2.5.1.2, Criterion 5 – Faculty (p. 20).

PICAB-CAC

C O N F I D E N T I A L
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

6.3.2 Program Criterion for Information Systems

This program criterion applies to Computing and Information Technology Education (CITE) programs using ***information systems*** in the "<Program Name>" of the HEI's SSR.

Definition: An information systems environment is an organized domain of activity within which information systems are used to support and enable the goals of the activity. Examples of information systems environments include, but are not limited to, business, health care, government, not-for-profit organizations, and scientific disciplines.

6.3.2.1 Additional SOs

6.3.2.1.1 In addition to five (5) SOs enumerated in item 6.2.2 (p. 13), graduates of the program shall also have an ability to:

- An understanding of and an ability to support the use, delivery, and management of information systems within an Information Systems environment.

6.3.2.1.2 Include this additional required SO in item 6.2.2 Criterion 2 – Student Outcomes (p. 13)

6.3.2.1.3 Indicate in Program Criterion that the additional SO is included in item 6.2.2.2, Criterion 2 – Student Outcomes (p. 14)

PICAB-CAC

6.3.2.2 Additional Curriculum Requirements

6.3.2.2.1 The curriculum requirements specify topics, but do not prescribe specific courses. These requirements are:

(a) Information systems: At least thirty (30) semester credit hours (or equivalent) that include coverage of fundamentals and applied practice in application development; data and information management; information technology infrastructure; systems analysis, design and acquisition; project management; and the role of information systems in organizations.

(b) Information systems environment: At least fifteen (15) additional semester credit hours (or equivalent) of a cohesive set of topics that provide an understanding of an information systems environment.

(c) Quantitative analysis or methods that shall include statistics.

(d) Principles and practices for secure computing

PICAB-CAC

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

6.3.2.2.2 Describe how your program complies with these additional curricular requirements in item 6.2.3, Criterion 3 – Curriculum (p. 15).

6.3.2.2.3 Indicate on Program Criterion that the additional curricular requirements are addressed in item 6.2.3, Criterion 3 – Curriculum (p. 15).

6.3.2.3 Additional Faculty Requirements

6.3.2.3.1 Some full-time faculty members, including those responsible for IS curriculum development, shall hold a terminal degree in a program of study that includes computing and information technology, and current research and other scholarly activities that include information systems topics.

6.3.2.3.2 Describe how your program complies with these additional Faculty requirements in item 6.2.5, Criterion 5 – Faculty (p. 20).

6.3.2.3.3 Indicate in Program Criterion that the additional Faculty requirements are addressed in item 6.2.5.1.2, Criterion 5 – Faculty (p. 20).

PICAB-CAC

6.3.3 Program Criterion for Information Technology

This program criterion applies to Computing and Information Technology Education (CITE) programs using ***information technology*** in the "<Program Name>" of the HEI's SSR.

6.3.3.1 Additional SOs

6.3.3.1.1 In addition to five (5) SOs enumerated in item 6.2.2 (p. 13), graduates of the program shall also have an ability to:

- Identify and analyze user needs and to take them into account in the selection, creation, integration, evaluation, and administration of computing-based systems.

6.3.3.1.2 Include this additional required SO in item 6.2.2 Criterion 2 – Student Outcomes (p. 13)

6.3.3.1.3 Indicate in Program Criterion that the additional SO is included in item 6.2.2.2, Criterion 2 – Student Outcomes (p. 14)

6.3.3.2 Additional Curriculum Requirements

6.3.3.2.1 The curriculum requirements specify topics, but do not prescribe specific courses. The curriculum shall

PICAB-CAC

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

include coverage of fundamentals and applied practice in the following:

(a) The core information technologies of human-computer interaction, information management, programming, web systems and technologies, and networking.

(b) System administration and system maintenance.

(c) System integration and system architecture.

6.3.3.2.2 Describe how your program complies with these additional curricular requirements in item 6.2.3, Criterion 3 – Curriculum (p. 15).

6.3.3.2.3 Indicate on Program Criterion that the additional curricular requirements are addressed in item 6.2.3, Criterion 3 – Curriculum (p. 15).

6.4 COMPLIANCE WITH PICAB POLICIES AND PROCEDURES

Describe how the program complies with all applicable PICAB policies and procedures.

PICAB-CAC

Signature Attesting to Compliance

By signing below, I attest to the following:

That (name of program) has conducted an honest assessment of compliance and has provided a complete and accurate disclosure of timely information regarding compliance with PICAB's Criteria for Accrediting Computing and Information Technology Education (CITE) Programs, to include the General Criteria, any applicable Program Criteria, requirements of the Commission on Higher Education (CHED), and PICAB Accreditation Policies and Procedures.

_____

Dean's Name (as indicated in the RFE)

_____ _____

Signature Date

PICAB-CAC

Table 3-1. Curriculum

PICAB Document 006
Table 3-1. Curriculum

Program Name: _____
Course: _____
Department, Number, Title): _____

List all courses in the program by term starting with first term of the first year and ending with the last term of the final year.	Indicate Whether Course is Required (R), Elective (E) or a Selected Elective (SE)[1]	Subject Area (Credit Hours)				Last Two Terms the Course was Offered: Year and Semester or Term	Average Section Enrollment for the Last Two Terms the Course was Offered[2]
		Math & Sciences	Computing Topics (Mark with an F or A for Fundamental or Advanced)	General Education	Other (Include all required courses that are not accepted by CAC)		
Add rows as needed to show all courses in the curriculum.							
TOTALS-PICAB REQUIREMENTS							
OVERALL TOTAL CREDIT HOURS FOR COMPLETION OF PROGRAM							

[1] Required (R)courses are required of all students in the program, elective (E) courses (often referred to as open or free electives) are optional for students, and selected electives (SE) courses are those for which students must take one or more courses from a specified group.

[2] For courses that include multiple elements (lecture, laboratory, recitation, etc.), indicate the maximum enrollment for each option.

Instructional materials and student work verifying compliance with PICAB criteria for the categories indicated above will be required during the campus visit.

No part of this document may be reproduced, transmitted, downloaded, decompiled, reverse-engineered, or stored in or introduced into any information storage and retrieval system, in any form or by any means, whether electronic or mechanical, now known or hereinafter invented, without the express written permission of the Philippine Computer Society (PCS).

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

Table 5-1. Faculty Qualifications

PICAB Document 006

Table 5-1. Faculty Qualifications

Name of Program: _____

Faculty Name	Highest Degree Earned- Field and Year	Rank[1]	Type of Academic Appointment[2]	FT or PT[3]	Years of Experience			Professional Certification	Level of Activity[4]		
					Government / Industry Practice	Teaching	This Institution		Professional Organizations	Professional Development	Consulting / summer work in industry

Instructions: Complete table for each member of the faculty in the program. Add additional rows or use additional sheets if necessary. Updated information is to be provided at the time of the visit.

[1] Code:
- P - Professor
- ASC - Associate Professor
- AST - Assistant Professor
- I - Instructor
- A - Adjunct
- O - Other

[2] Code:
- TT - Tenure Track
- T - Temured
- NTT - Non-Tenure Track

[3] Code:
- FT - Full-time appointment at the institution
- PT - Part-time appointment at the institution

[4] Code:
- H - High
- M - Medium
- L - Low

The level of activity, High, medium or low, should reflect an average over the year prior to the visit plus the two previous years

No part of this document may be reproduced, transmitted, downloaded, decompiled, reverse-engineered, or stored in or introduced into any information storage and retrieval system, in any form or by any means, whether electronic or mechanical, now known or hereinafter invented, without the express written permission of the Philippine Computer Society (PCS).

C O N F I D E N T I A L

The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

Table 5-2. Faculty Workload Summary

PICAB Document 006

Table 5-2. Faculty Workload Summary

Name of Program: _____

Name of Faculty Member	FT or PT[1]	Classes Taught (Course No./Credit Hours) Term and Year[2]	Program Activity Distribution[3]			% of Time Devoted to the Program[5]
			Teaching	Research or Scholarship	Other[4]	

1 FT = Full Time Faculty or PT = Part Time Faculty, at the institution

2 For the academic year for which the Self-Study Report is being prepared.

3 Program activity distribution should be in percent of effort in the program and should total 100%.

4 Indicate student advising and administration under "Other".

5 Out of the total time employed at the institution.

No part of this document may be reproduced, transmitted, downloaded, decompiled, reverse-engineered, or stored in or introduced into any information storage and retrieval system, in any form or by any means, whether electronic or mechanical, now known or hereinafter invented, without the express written permission of the Philippine Computer Society (PCS).

Table D-1. Program Enrollment and Degree Data

PICAB Document 006

Table D-1. Program Enrollment and Degree Data

Name of Program: _____

Current Year	Academic Year		Enrollment Year					Total Undergraduate	Total Graduate	Degrees Awarded			
			1st	2nd	3rd	4th	5th			Associates	Bachelors	Masters	Doctorates
1		FT											
		PT											
2		FT											
		PT											
3		FT											
		PT											
4		FT											
		PT											

Give official first term enrollment figures (head count) for the current and preceding four academic years and undergraduate and graduate degrees conferred during each of those years. The "current" year means the academic year preceding the on-site visit.

FT - Full-time
PT - Part-time

No part of this document may be reproduced, transmitted, downloaded, decompiled, reverse-engineered, or stored in or introduced into any information storage and retrieval system, in any form or by any means, whether electronic or mechanical, now known or hereinafter invented, without the express written permission of the Philippine Computer Society (PCS).

Table D-2. Personnel

PICAB Document 006

Table D-2. Personnel

Name of Program: _____

Year[1]: _____

	Head Count		FTE[2]
	FT	PT	
Administrative[2]			
Faculty (tenure-track)[3]			
Other Faculty (excluding student assistants)			
Student Teaching Assistants[4]			
Technicians/Specialists			
Office/Clerical Employees			
Others[5]			

- Report data for the program being evaluated.
- Data on this table should be for the first term immediately preceding the visit. Updated tables for the first term when the PICAB-CAC team is visiting are to be prepared and presented to the team when they arrive.
- Persons holding joint administrative/faculty positions or other combined assignments should be allocated to each category according to the fraction of the appointment assigned to that category.
- For faculty members, 1 FTE equals what your institution defines as a full-time load
- For student teaching assistants, 1 FTE equals 20 hours per week of work (or service). For undergraduate and graduate students, 1 FTE equals 15 semester credit-hours (or 24 quarter credit-hours) per term of institutional course work, meaning all courses — science, humanities and social sciences, etc.
- Specify any other category considered appropriate, or leave blank.

No part of this document may be reproduced, transmitted, downloaded, decompiled, reverse-engineered, or stored in or introduced into any information storage and retrieval system, in any form or by any means, whether electronic or mechanical, now known or hereinafter invented, without the express written permission of the Philippine Computer Society (PCS).

APPENDICES

Appendix A – Course Syllabi

Please use the following format for the course syllabi [two (2) pages maximum in Times New Roman font, 12-point size]

A.1 Course number and name

A.2 Credits and contact hours

A.3 Instructor's or course coordinator's name

A.4 Textbook, title, author, and year

Other supplemental materials

A.5 Specific course information

Brief description of the content of the course (catalog description)

A.6 Prerequisites or co-requisites

A.7 Indicate whether a required, elective, or selected elective (as per Table 3-1) course in the program

A.8 Specific goals for the course

Specific outcomes of instruction, ex. The student shall be able to explain the significance of current research about a particular topic.

Explicitly indicate which of the SOs listed in Criterion 2, or any other outcomes are addressed by the course.

A.9 Brief list of topics to be covered

PICAB-CAC

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

Appendix B – Faculty Vitae

Please use the following format for the faculty vitae [two (2) pages maximum in Times New Roman font, 12-point size]

B.1 Name

B.2 Education – degree, discipline, institution, year

B.3 Academic experience – institution, rank, title (chair, coordinator, etc. if appropriate), when (ex. 1990-1995), full time or part time

B.4 Non-academic experience – company or entity, title, brief description of position, when (ex. 1993-1999), full time or part time

B.5 Certifications or professional registrations

B.6 Current membership in professional organizations

B.7 Honors and awards

B.8 Service activities (within and outside of the institution)

B.9 Briefly list the most important publications and presentations from the past five years – title, co-authors if any, where published and/or presented, date of publication or presentation

B.10 Briefly list the most recent professional development activities

PICAB-CAC

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

Appendix C – Equipment

Please list the major pieces of equipment used by the program in support of instruction.

PICAB-CAC

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

Appendix D – Institutional Summary

Programs are requested to provide the following information.

The Institution

D.1 Name and address of the institution

D.2 Name and title of the chief executive officer of the institution

D.3 Name and title of the person submitting the Self-Study Report

D.4 Name the organizations by which the institution is now accredited, and the dates of the initial and most recent accreditation evaluations.

D.5 Type of Control

Description of the type of managerial control of the institution, e.g., private-non-profit, private-other, denominational, state, federal, public-other, etc.

D.6 Educational Unit

Describe the educational unit in which the program is located including the administrative chain of responsibility from the individual responsible for the program to the chief executive officer of the institution. Include names and titles. An organization chart may be included.

D.7 Academic Support Units

List the names and titles of the individuals responsible for each of the units that teach courses required by the program being evaluated, e.g., mathematics, physics, etc.

PICAB-CAC

C O N F I D E N T I A L
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.

D.8 Non-academic Support Units

List the names and titles of the individuals responsible for each of the units that provide non-academic support to the program being evaluated, e.g., library, computing facilities, placement, tutoring, etc.

D.9 Credit Unit

It is assumed that one semester credit normally represents one class hour or two to three laboratory hours per week for at least 17 weeks. One academic year normally represents at least 34 weeks of classes, **inclusive of integration/review period and final examinations**. If other standards are used for the program, the differences should be indicated.

D.10 Tables

Complete the following tables for the program undergoing evaluation.

Table D-1. Program Enrollment and Degree Data

See Table D-1. Program Enrollment and Degree Data (MS Excel file)

Table D-2. Personnel

See Table D-2. Personnel (MS Excel file)

PICAB-CAC

CONFIDENTIAL
The information provided in this Self-Study Report are confidential and shall be used solely by PICAB-CAC and its authorized agents for evaluation purposes and shall not be disclosed except as part of summary data such that the specific HEI shall not be identifiable.