

Japan Accreditation Board for Engineering Education

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Self-Inspection Report
Volume I: Main Text
Programs
Leading to Bachelor's Degree
Applicable in the year 2008

The original text of "Self-Inspection Report Volume I" is written in Japanese.
This is English translation of the original text.

Name of Applicant Institution

Name of program in Japanese

(Program Field)

Program Title

Types of Examination:

Initial Examination/ Examination for Continuous Accreditation/ Interim Examination

<p>Note: In a case of Interim Examination, fill in about "Inspection items notified by JABEE at previous Examination" only.</p>

Filing Date: Month, Date, 2008

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(When to file, Page Numbers in your “Self-Inspection Report Volume I: Main Text” to be entered.)

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Program Information

(1) Name of Applicant Institution in Japanese and in English

(2) Name of the Program

(3) Program Title (Program Discipline)

(4) Name of the Academic Degree to be Awarded

(5) Contact Information

- Name of the program officer
Affiliation and position
Postal code
Address
Telephone number
Fax number
E-mail address

- Name of the representative liaising with JABEE
Affiliation and position
Postal code
Address
Telephone number
Fax number
E-mail address

Outline of the Program

(Example)

1. History of the program (background or history of reorganization)
2. Career options of the graduates, an ideal engineer to be fostered,
Features of the learning and educational objectives
3. Relations with other relevant programs
4. Characteristics in the curriculum
5. Other characteristics

Issues improved and /or modified comparing with the status at the previous examination

(In a case of Initial Examination, it is not necessary to fill in the following items.)

1. How improved the items that were rated as “weaknesses” in the previous examination.
2. How improved the items that were rated as “concerns” in the previous examination.
3. Other items improved or modified after the previous examination

Name of quoted reference and evidential material

1. A copy of the Report of Examination Result sent by JABEE to the program during the last five years (Enter the page number where the copy is attached in Volume II. Same notation is required in the following.)

Results of Self-Inspection

Table 1 Results of Self-Inspection
Results of Self-Inspection on Inspection Items

Inspection Items		Levels (1~5)
Criterion 1: Establishment and Disclosure of Learning and Educational Objectives		
Criterion 2: Quantitative Curriculum Requirements		
Criterion 3: Educational Methods	3.1 Admission and Enrollment	
	3.2 Educational Methods	
	3.3 Educational Organization	
Criterion 4: Educational Environment	4.1 Facilities and Equipment	
	4.2 Financial Resources	
	4.3 Student Support System	
Criterion 5: Evaluation of Students' Level of Achievement against the Learning and Educational Objectives		
Criterion 6: Educational Improvement	6.1 Educational Feedback System	
	6.2 Continuous Improvement	
Supplement: Program Criteria by field		

1. Criterion 1: Establishment and Disclosure of Learning and Educational Objectives

(1) Establishment and Disclosure of Learning and Educational Objectives

- i. Learning and Educational Objectives (to be itemized)
 - (A)
 - (B)
 - (C)
 - x
 - x
 - x
- ii. To explain relationship between (A) (B) (C) xxx mentioned above and (a) - (h) itemized in Criterion 1(1).
- iii. Explanation of the methods and timing of disclosure on and off campus.
- iv. The measures taken to ensure those faculties involved in the program are well acquainted with the objectives.
- v. The measures taken to ensure that students enrolled in the program are well acquainted with the objectives.

Name of quoted reference and evidential material

1. Table 2 Corresponding Relationship between Learning and Educational Objectives and the Knowledge and Abilities Outlined in Items from (a) to (h), Criterion 1 (Enter the page number where Table 2 is attached in Volume II. Same notation is required in the following.)
2. Table 3 Evaluation Items, Methods and Criteria for evaluating the level of Students' Achievement against each Learning and Educational Objective (p.) (The followings are as examples.)
3. Extract of Department pamphlets (Enter the appendix number and page number where the appendix is attached in Volume II. Same notation is required in the following.)
4. Related pages of Websites (No. and page)
5. Syllabi (No. and page)
6. Class handbook (No. and page)
7. Instructors' guidance records. (No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

1. XXXXXX, Appendix Number (Enter the Appendix number. Same notation is required in

the following.)

2. XXXXXX, Appendix Number

(2) Consideration of such Factors as Tradition, Resources of the Institution as well as the Fields in which its Graduates are Particularly Active, and of Social Needs and Students' Requirements

- i. Updating and changes of Learning and Educational Objectives in the last four years and the reason why such updating and changes were made
- ii. A process or system to give consideration to social needs and students' requirements, and actual performance of the process or system
- iii. How the level of Learning and Educational Objectives is determined

(The followings are as examples.)

- iv. Tradition, founding philosophy and principles
- v. Human resources and facilities of the program
- vi. History, constitution and specialties of the program
- vii. The fields where its graduates are particularly active

Name of quoted reference and evidential material (As examples)

1. List of employers of its graduates (for the last one or two years) (No. and page)
2. Composition and member list of an advisory board (No. and page)
3. Record of meetings schedule of an advisory board (No. and page)
4. Minutes of an advisory board (No. and page)
5. Alumni association activities record (No. and page)
6. Results of the questionnaire obtained from both graduates and employers (No. and page)
7. Results of external evaluations (No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

1. XXXXXX, Appendix Number
2. XXXXXX, Appendix Number

*** The Level entered in Table 1 and its judging reason for the Inspection Item "Establishment and Disclosure of Learning and Educational objectives"**

2. Criterion 2: Quantitative Curriculum Requirements

(1) Requirements for Graduation

Name of quoted reference and evidential material

(As examples)

1. Related section of school regulations (No. and page)
2. Related section of undergraduate faculty handbook (No. and page)
3. Related section of department course handbook (No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

1. Credits earning status of the graduates of the previous-year (individual names of the students are not required), Appendix Number
2. XXXXXX, Appendix Number

(2) Contact Hours

Name of quoted reference and evidential material

1. Table 4 Contact Hours for each Subjects and the Extent of Adhesion to each of the Learning and Educational objectives (p.)
2. Table 5 Contact Hours and Subdivided Category Thereof (p.)
3. Records of hours dedicated to graduation thesis for each student (No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

1. XXXXXX, Appendix Number
2. XXXXXX, Appendix Number

*** The Level entered in Table 1 and its judging reason for the Inspection Item “Quantitative Curriculum Requirements”**

3. Criterion 3: Educational Methods

3.1. Admission and Enrollment

(1) Method for Selecting and Admitting of Students and its Disclosure / Enforcement

- i. Basic policy of selection
- ii. Concrete method of selection
- iii. Method of disclosure and its status

Name of quoted reference and evidential material

1. Entrance examination guidebook (No. and page)
2. Data on the number of enrollees and applicants in each year (desirably for the last four years). (No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

1. XXXXXX, Appendix Number
2. XXXXXX, Appendix Number

(2) Concrete Methods for Selecting Student and its Disclosure / Enforcement

- i. Basic policy of determination
- ii. Concrete method of determination
- iii. Method of disclosure and its status

Name of quoted reference and evidential material

1. Enrollment allocation rules (No. and page)
(As examples)

Name of quoted reference and evidential material which will be displayed during the on-site visit

1. Enrolled Students roster, Appendix Number
2. Records of students transfer, Appendix Number
3. XXXXXX, Appendix Number

(3) Admission Methods and Criteria for Transferred Students and its Disclosure /Implementation

- i. Basic policy of selection
- ii. Concrete method and criteria of selection
- iii. Method of disclosure on and off campus and its status

Name of quoted reference and evidential material

1. Rules for accepting transferred students (No. and page)
2. Evidence of disclosure (Various kinds of disclosure material on administrative affairs) (No. and page)
3. Data on the number of the admitted transfer students (for the last two years) (No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

1. XXXXXX, Appendix Number
2. XXXXXX, Appendix Number

*** The Level entered in Table 1 and its judging reason for the Inspection Item “Admission and Enrollment”**

3.2. Educational Methods

(1) Curriculum Design Policy and its Disclosure

- i. Curriculum Design Policy to achieve the Learning and Educational Objectives
- ii. Display method of curriculum

Name of quoted reference and evidential material

1. Table 6 Time Schedule of the Course Subjects to Achieve the Learning and Educational Objectives (No. and page)
(As examples)
2. Department class handbook (No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

1. XXXXXX, Appendix Number
2. XXXXXX, Appendix Number

(2)Preparation and Display of Syllabi / Implementation of Education according to Syllabi

- i. Syllabus for each subject (indicate how each subject is positioned within the curriculum, the educational content and methods, the goals to be achieved, the method and criteria for evaluation students' performance)
- ii. How the societal requirement levels are taken into consideration to determine the goals to be achieved
- iii. Display of Syllabi
- iv. Implement of Education in accordance with the syllabus

Name of quoted reference and evidential material

1. Syllabi for main subjects (No. and page)
2. Explanatory material showing how each subject is positioned within the curriculum (which is actually displayed to the students)

(As examples)

3. Examples of disclosure of the syllabi on the Web (No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

1. Syllabi for all subjects related with the programs, Appendix Number

(As examples)

2. Record of each class offered, Appendix Number
3. XXXXXX, Appendix Number

(3) A System that Enhances Students' Understanding of Class Work and other Activities and its Display /Implementation

- i. A system that enhances students' understanding
- ii. How the system is displayed

iii. Actual performance of the system

Name of quoted reference and evidential material

(As examples)

1. Examples of disclosure of questionnaire results regarding students' assessment of instructors' performance and faculties' response to such results (No. and page)
2. Records of the assignment of teaching assistants (TA) in laboratory-based subjects (No. and page)
3. Records of various activities including guidance (No. and page)
4. Records of faculty working hours (No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

(As examples)

1. Answers of the questionnaire
2. Records of faculty working hours, Appendix Number

(4) Students' Assessment by themselves of their own Level of Achievement

Name of quoted reference and evidential material

(As examples)

1. Material related to the notification provided to students concerning the evaluation results of their level of achievement (No. and page)
2. Ratio of returned answer sheets and reports after marking (No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

(As examples)

1. Students' learning-related portfolios, Appendix Number
2. XXXXXX, Appendix Number

*** The Level entered in Table 1 and its judging reason for the Inspection Item "Educational Methods"**

3.3. Educational Organization

(1) Quantity and Quality of Faculty Members as well as an Educational Support System

- i. Quantity and quality of faculty members
- ii. Educational support system

Name of quoted reference and evidential material

- 1. Table 7 List of Faculty Members (p.)
- 2. Table 8 Activity Status of all Faculty Members (p.)
- 3. Attachment A. Personal Data of Faculty Member (p.)
- 4. (p.)

(As examples)

- 5. Support system by department office or department technical support office (No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

- 1. XXXXXX, Appendix Number
- 2. XXXXXX, Appendix Number

(2) Establishment, Display and Implementation of a Faculty Development (FD) System Designed to Improve the Quality of Faculty

- i. Establishment of a FD system
- ii. Display of the FD system
- iii. Actual implementation of the FD system

Name of quoted reference and evidential material

(As examples)

- 1. Good practice report of FD (FD reports) (No. and page)
- 2. Record of FD workshops, numerical date of its participants (No. and page)

3. Activity data and records of the concerned committees (No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

1. XXXXXX, Appendix Number
2. XXXXXX, Appendix Number

(3) The Evaluation Methods to Determine the Educational Contribution of each Faculty Member and its Display and Implementation

- i. Evaluation methods to determine the educational contribution of each faculty member
- ii. Display of the evaluation methods
- iii. Actual implementation of the evolution

Name of quoted reference and evidential material

(As examples)

1. Activity data and records of the concerned committees (No. and page)
2. Good practice report of improvement of classes (No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

3. XXXXXX, Appendix Number
4. XXXXXX, Appendix Number

(4) An Intra-faculty liaison Network System to Ensure closer Coordination between the Course Subjects within the Curriculum and to Enhance and Improve the Effectiveness of the Program and its Display and Implementation

- i. Establishment of an intra-faculty liaison network system
- ii. Actual implementation of the network

Name of quoted reference and evidential material

(As examples)

1. Activity data and records of the concerned committees (No. and page)
2. Minutes of class staff meetings (No. and page)
3. Systematic educational activity plans and reports (No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

1. XXXXXX, Appendix Number
2. XXXXXX, Appendix Number

*** The Level entered in Table 1 and its judging reason for the Inspection Item “Educational Methods”**

4. Criterion 4: Educational Environment

4.1. Facilities and Equipment

(1) Classrooms, Laboratories, Practice Rooms, Libraries, IT Facilities, Study Rooms, Rest Areas, Cafeterias, and other relevant Facilities and Equipment

Name of quoted reference and evidential material

(As examples)

1. Users' guides and pamphlets for various facilities (for distribution to students) (No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

1. Premises area schedule by use and by structure (A summary is acceptable; Subject to on-site examination if this information is not available) (No. and page)
2. Inventory list of machinery and equipment (Subject to on-site examination if this information is not available) (No. and page)

*** The Level entered in Table 1 and its judging reason for the Inspection Item "Facilities and Equipment"**

4.2. Financial Resources

(1) Endeavor to Secure Adequate Financial Resources to Provide, Maintain and Operate the Facilities and Equipment

Name of quoted reference and evidential material

(As examples)

1. Data on allocations of education and research expenses (Subject to on-site examination if this information is not available) (No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

1. XXXXXX, Appendix Number

2. XXXXXX, Appendix Number

*** The Level entered in Table 1 and its judging reason for the Inspection Item “Financial Resources”**

4.3. Student Support System

(1) A System Concerned the Educational Environment that Promotes Students' Enthusiasm to Learn while Attending to their Requests

- i. Establishment of a system to promote student support system
- ii. Display of the support system to the faculty, staff and students involved
- iii. Actual implementation of the network

Name of quoted reference and evidential material

(As examples)

1. Results of student questionnaire (No. and page)
2. Disclosure data available on the Web (No. and page)
3. Activity records related to tuition system (No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

1. XXXXXX, Appendix Number
2. XXXXXX, Appendix Number

*** The Level entered in Table 1 and its judging reason for the Inspection Item “Student Support System”**

5. Criterion 5: Evaluation of Students' Level of Achievement against the Learning and Educational Objectives

(1) The Objectives Achievement Level by Subject

Name of quoted reference and evidential material

1. Table 9 Evaluation Methods and Criteria that Apply to the Main Subjects Necessary for Achieving the Learning and Educational Objectives (p.)

(As examples)

2. Activity records of concerned committees (No. and page)
3. Examples of cross markings of graduation thesis (No. and page)
4. Syllabi of the main subjects (No. and page)
5. Sample of Students transcripts and other related material (Students' names are not required, No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

1. Syllabi of all subjects related with the program, Appendix Number
2. Students transcripts and other related material of the main subjects (text books, test questions, sample answer sheets and coursework for cases on the borderline between pass and fail for the last two years) (No. and page)

(2) Methods and Criteria for Evaluating Credits Earned by the Students at other Institutions or by the Transferred Students and its Implementation

- i. Establishment of methods and criteria for evaluation
- ii. Actual implementation of the methods and criteria for evaluation

Name of quoted reference and evidential material

(As examples)

1. Documents describing the evaluation methods and criteria (No. and page)
2. Sample cases of actual evaluation (No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

(As examples)

1. Record of evaluation, Appendix Number
2. XXXXXX, Appendix Number

(3) Methods and Criteria for Comprehensively Evaluating the Level of Students' Achievement against each Learning and Educational Objective of the Program and its Implementation

- i. Establishment of methods and criteria for comprehensively evaluating the level of students' achievement against each learning and educational objective (Includes the concept of the evaluation methods and criteria shown in Table 3)
- ii. Specific grounds to settle the methods and criteria giving consideration to the level of Social Needs
- iii. Actual implementation of the methods and criteria

Name of quoted reference and evidential material

1. Table 3 Evaluation Items, Methods and Criteria for Evaluating the Level of Students' Achievement against each Learning and Educational Objectives (p.)

(As examples)

2. Examples of evaluation results (No. and page)
3. Records of evaluation judgment meetings (No. and page)
4. Results of questionnaire obtained from both graduates and employers (No. and page)
5. Results of external evaluation (No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

1. XXXXXX, Appendix Number
2. XXXXXX, Appendix Number

(4) To Explain if all the Program Graduates Achieve the Entire Program's Learning and Educational Objectives

Name of quoted reference and evidential material

(As examples)

1. Records of evaluation judgment meetings (No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

1. Evaluation results for the graduates in the previous year or substantial equivalent graduates, Appendix Number
2. XXXXXX, Appendix Number

*** The Level entered in Table 1 and its judging reason for the Inspection Item “Evaluation of Students’ Level of Achievement against the Learning and Educational Objectives”**

6. Criterion 6: Educational Improvement

6.1. Educational Feedback System

(1) Educational Feedback System and its Display and Implementation

- i. Establishment of an educational feedback system
- ii. Display of the educational feedback system to the faculty involved
- iii. Actual implementation of the educational feedback system

Name of quoted reference and evidential material

(As examples)

1. Members' list and regulations of concerned boards and committees (No. and page)
2. Disclosed sample of faculty-oriented improvement of class activities (No. and page)
3. Data and records regarding activities of concerned committees (No. and page)
4. Plan and reports of the systematic educational activities (No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

1. XXXXXX, Appendix Number
2. XXXXXX, Appendix Number

(2) Design and Implementation of the Educational Feedback System to Check, in Light of the Social Needs and Students' Requests, as well as to Check the Functions of the System itself

- i. System to attend to social needs and students' requests
- ii. System to check the functions of the educational feedback system itself

Name of quoted reference and evidential material

(As examples)

1. Members' list, schedule of sessions and minutes of concerned boards and committees (No. and page)
2. Results of the questionnaire (No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

1. XXXXXX, Appendix Number
2. XXXXXX, Appendix Number

(3) Display of Regular Activities Records such as Meetings of Boards and Committees, etc. within the Educational Feedback System

- i. Method of display of such records

Name of quoted reference and evidential material

(As examples)

1. Sample of e-mails delivering minutes of concerned committees (No. and page)
2. Sample of specific website posting minutes of concerned committees (No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

1. Delivered minutes of concerned committees, Appendix Number
2. XXXXXX, Appendix Number

*** The Level entered in Table 1 and its judging reason for the Inspection Item “Educational Feedback System”**

6.2. Continuous Improvement

(1) A system for Continuous Improvement and Revise of the Methods and Criteria for Evaluating the Learning and Educational Objectives and their Achievement, based on the Results of the Educational Feedback Activities

- i. Establishment of a system for continuous improvement
- ii. Actual implementation of the system for continuous improvement

Name of quoted reference and evidential material

(As examples)

1. Activities data and minutes of concerned intra-institution committees (No. and page)
2. Schedule of education staff committee meetings specifying its frequency and their minutes (No. and page)
3. Activities data and minutes of the concerned intra-departmental committees (No. and page)
4. Systematic educational plans (No. and page)

Name of quoted reference and evidential material which will be displayed during the on-site visit

1. XXXXXX, Appendix Number
2. XXXXXX, Appendix Number

*** The Level entered in Table 1 and its judging reason for the Inspection Item “Continuous Improvement”**

7. Program Criteria by Field

It must have been demonstrated that each bracketed item in the Program Criteria by Field is satisfied, somewhere in the self-Inspection results of related items in Accreditation Criterion 1-6. It would be necessary to present an explanation, by preparing a list specifically showing where they are demonstrated, so that the Examination Team can promptly identify and understand these points.