

# Guideline for the Evaluation

(Tentative Measures for COVID-19)

Applied Criteria : JABEE Criteria  
for  
Accreditation of Professional Education Programs

Applicable in the year 2019 and later

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## Guideline for the Evaluation

The “Guideline for the Evaluation” is prepared to provide measures for temporary changes applied for the Rules and Procedures for Evaluation and Accreditation after 2020 caused by the occurrence of COVID-19 in accordance with the direction of national government for the prevention of spread of the pandemic. The contents of Guideline for the Evaluation are not reflected to the preexisting “Rules and Procedures for Evaluation and Accreditation”. Unless otherwise invalidation of Guideline for the Evaluation is announced, the document takes precedence over preexisting documents.

### 1. Preparation of Self-review Report

#### (1) Academic year to be Stated

- Except some cases, the Self-Review Report shall contain the contents until 1<sup>st</sup> July of the academic year when application for evaluation and accreditation is made even though the actual evaluation activities will take place in the following academic year as prescribed in the evaluation schedule separately (e.g., describe the situation of the graduates produced in the academic year 2022 for the case if application is made to the academic year 2023).

#### (2) Description of Education Contents as Countermeasure for the Influence of COVID-19

- Briefly describe principle of countermeasures (namely, application methods of experiments and practical training) determined by the HEI to the exceptional changes made for the educational methods and contents which are implemented by online due to the influence of COVID-19 to the Self-Review Report (Summary). Report on individual subjects is not necessary. Evaluation shall refrain from excessive confirmation and mainly focus on effort of maintaining quality of education within the scope of maintenance of safety based on the report as prescribed.

### 2. Utilization of Web Meetings

#### (1) Purpose & Implementation Period of the Web Meetings

- The on-site evaluation implemented by in-person basis shall be replaced with web meetings by taking account of circumstances preferred to avoid physical contacts and travel around if it is not urgent. Therefore, on-site evaluation implemented in person-basis shall not be conducted in principle. Additionally, all the evaluation related necessary activities such as, utilization of member page of JABEE website, email exchanges among interest parties shall be replace with web meetings if possible.

- Utilization of web meetings for the evaluation shall be the following two types.
  - ✧ Internal meetings of Evaluation Panel or Evaluation Team from the receipt of Self-Review Report to the end of evaluation (for the substitution of email exchange, utilization of JABEE member page on the website and/or implemented in person).
  - ✧ Interview, meetings, Q&A sessions and/or indication of evidential documents (for the substitution of email exchange, utilization of JABEE member page on the website and/or implemented in person) between Evaluation Panel and/or Evaluation Team and HEI and/or the program operating organization after the submission of Program Review Report (prior to on-site visit) until end of on-site evaluation (exit meeting at on-site visit).
- Standard implementation period of the web meetings is described in appendix. The following shall be taking account of at the time of implementation of evaluation by the web meetings.
  - ✧ Do not overload evaluation more than the preexisting evaluation methods to the evaluation related parties who are anticipated to join the web meetings. Minimize number of the meetings, duration and the participants based on the consensus of predetermined times of the meetings, date and agenda among the related parties. Conduct the meeting with absence if there is no critical interference on proceeding of the meeting.
  - ✧ Efficient and effective conduction of the web meetings, which are as equivalent to on-site visit, take precedence over when or how such as, holding them in concentrated period of time or spreading them, and its determination is relied on the Evaluation Panel and/or Evaluation Team. Note that do not exceed total time of the web meetings and consideration on its result than time required at the on-site visit in the past.
  - ✧ Prior to the implementation of web meetings equivalent to the on-site visit, the program operating organization may explain about self-review report and/or supplemental documents through the web meetings.
  - ✧ The Evaluation Panel and/or Evaluation Team should narrow down to request the preferred documents to browse or preparation of explanation prior to and during the on-site visit through the Program Review Report (prior to on-site visit) into the bare minimum.
  - ✧ Request the Program Operating Organization to describe about self-review on organization including review on degree of achievement, activities on continuous improvement and educational services provided only in the HEI on the Self-Review Report fully more than before based on taking account of On-site Visit to be actually implemented by the Web Meetings.

## (2) Applied Tools <sup>(Note)</sup>

JABEE provides Google account (paid Google Workspace available) to the Evaluation Panel and/or Evaluation Team and the Panel and Team shall conduct Web Meetings by the Google Meet which is one of the tools of Google Workspace.

\* Paid Google Workspace is certified by the ISO/IEC27018 and security is enforced. Also, advertisement-purpose mail scanning is not implemented.

It is allowed to utilize Google Workplace function such as Google Drive or Google Calendar other than Google Meets by the responsibility of user. However, JABEE secretariat is unable to provide support or inquiries.

- For some reasons if the Google Meet cannot be used by the assigned google account, JABEE will provide the support by individual basis.
- Trail use of Web meeting tools are encouraged for the Evaluation Panels and the Evaluation Teams to acquainted (User manual of the Google Meets will be provided by JABEE as prepared separately).

Note: If the Program Operating Organization and the Evaluation Panel have reached consensus, security certified equivalent tools such as Zoom can be replaced with Google Meet. However, JABEE neither pay nor assist if extra fee or interference have occurred by utilizing such tools.

## (3) Restriction of video recording, audio recording and screenshot

- Video recording, audio recording and screenshot are prohibited for the meeting between Evaluation Panel and/or Evaluation Team and HEI and/or program operating organization in both ways. However, it is not applied for the meeting within the Evaluation Panel or the Evaluation Team.

## 3. Implementation of On-site Visit by the Web Meetings

### (1) Notes for Onsite-visit by the Web meetings

- Effectively and efficiently substitute Web Meetings to make judgement on “degree of accordance with Accreditation Criteria which cannot be confirmed by the Self-Review Report or explanation prior to the On-Site Visit” that was in the past confirmed at the On-site Visit. Due to the reason above, actual On-site Visit (hereinafter referred to as “go-see visit”) will not take place other than “unavoidable case” as indicated in (2) in the following section.
- The Evaluation Panel and/or Evaluation Team requests the Program Operating Organization to consider plausibility on conduction of Web Meetings and/or the documents upload in electronic form for browsing based on the careful and bare minimum selection of documents to be browsed, facility tour and interview with

necessary parties, which in the past requested at the On-site Visit to prepare for the confirmation and judgment on degree of accordance with the Accreditation Criteria. The Evaluation Panel and/or Evaluation Team respects result of institutional self-review by the HEI and/or the Program Operating Organization if implementation is sufficient and should never make excessive request at the selection of the “bare minimum”. The example of documents to be browsed and the degree of request are indicated as follows.

**【Example of documents to be browsed and range of its request】**

- ✧ The Evaluation Panel and/or Evaluation Team should refrain from requesting information with regard to 1 to 2 subjects out of major subjects necessary to take at the final stage to confirm the achievement of the learning outcomes if confirmation on achievement of the learning outcomes is vital based on the subject. Confirmation of 1 to 2 subjects include associated section from the syllabi which describe educational contents, evaluation methods and criteria, examination question and/or document indicates report assignment applied for assessment and its scoring guide, distribution chart or graph associated with grade and an answer sheet which passed the examination with the lowest standard.
- ✧ Confirmation on implementation of the lectures in accordance with syllabi should be made by a few pages of contents of lectures of 1 to 2 major subjects.
- ✧ Browsing the meeting minutes to confirm the function of system on improvement should take account of the minutes not be excessive amount.

On the other hands, the program Operating Organization accommodates request by preexisting internal regulations and/ or indicates alternatives if it is difficult to accommodate as requested by the Evaluation Panel and/or Evaluation Team based on taking consideration on volume of workload for the preparation of new documents. It is also possible to adjust the scope of accommodation by conducting preparation Web Meeting between the Evaluation Panel and/or Evaluation Team and the Program Operating Organization then. The Evaluation Panel and/or Evaluation Team should delate electronic files provided for the confirmation during Web Meetings as equivalent to the On-site Visit prior to the end of Web Meeting as equivalent to the Exit Meeting at On-site Visit (this is because documents examined and confirmed at on-site have not been brought back and the facilities have not been video shot at the On-site Visit in the past).

- ✧ With regard to the documents to be browsed, request the Program Operating Organization to upload the electronic files on the member page of the JABEE website if possible. Request the Program Operating

Organization to live video the documents to be browsed during Web Meetings if above mentioned is difficult to implement. An appropriate indication method of documents to be browsed shall be determined based on the discussion with Evaluation Panel and/or Evaluation Team and the Program Operating Organization if neither file upload nor live video are difficult.

- ✧ Evaluation Panel and/or Evaluation Team requests to upload bare minimum scope and items of specific photos of the facility on the member page of JABEE Website to the HEI and/ or the Program Operating Organization if visual confirmation is necessary based on the judgement of plausibility to confirm safety measures implemented by the HEI and/ or the Program Operating Organization through the Self-review Report. Shooting is by the photo in principle however, video shooting is permitted only if it is necessary (approximately, within 480p/30fps/ per minute).

(2) Conditions and Notes for Go-see Visit if Implementation is Unavoidable

- Go-see visit takes place only if on-site visit by Web Meeting is impossible to implement. Items unable to confirm by the Self-review Report or by the Web Meetings are the expected cases (e.g., case where unable to indicate documents or outcomes of exhibits and/ or models which is necessary and not replaceable to confirm the degree of accordance with the Accreditation Criteria by the Web Meetings due to internal regulation of the HEI or the other reasons).
- Contents of go-see visit should not exceed more than the amount able to complete within day and number of evaluators and evaluation contents should also be bare minimum. So that if the go-see visit actually takes place, it should be single-day visit and even if it is difficult to complete, stay over is only permitted for a night of pre or post visit.
- Both HEI and/or the Program Operating Organization and Evaluation Panel and/or Evaluation Team shall put effort on and cooperate for prevention from infection of COVID-19 in accordance with national policy with regard to the implementation of go-see visit.
- The Lead Evaluator and/ or the Chair of Evaluation Panel shall consult with the Evaluation Team Dispatching Organization and JABEE respectively with regard to the necessity of go-see visit and its cost once implementation of go-see visit seems highly plausible. The Lead Evaluator and/or the Chair of Evaluation Team shall report implementation of go-see visit when determined to the Evaluation Team Dispatching Organization and the JABEE respectively. The Evaluation Team Dispatching Organization and/or the JABEE shall immediately report to the

contents of consultation and report to the applicable evaluation committee by field and the Accreditation and Evaluation Coordination Committee respectively.

### (3) Concept of the Go-see Visit for New Evaluation

- New Evaluation shall be implemented by the Self-Review Report and Web Meeting as same as Continuous Evaluation in principle. However, New Evaluation likely to have more items unable to confirm only by the Self-review Report and Web Meetings than the case of Continuous Evaluation since it is the first time. So, the Evaluation Panel and/or Evaluation Team shall be aware of go-see visit is highly plausible for the New Evaluation than the Continuous Evaluation. Judgement criteria and methods for implementation are as same as Continuous Evaluation.
- The visit should be single-day if the go-see visit actually takes place. If it is difficult to take a journey back, stay overnight is permitted however, visit itself cannot be extended to the following day.

## 4. Concept of the Simultaneous Evaluation

### (1) Self-Review Report

- Contents of description is same as section 1 and there is no change in “sorting of color differentiation between common area and program-oriented area”, which, in the past, has requested to the HEI and/or the Program Operating Organization for the case of Simultaneous Evaluation.
- For the Simultaneous Evaluation for the programs within the scope of adjustment of year of implementation (if such case applies HEI and the Program Operating Organization shall be requested separately) prepares two Self-Review Reports; report covers academic year for the evaluation (previous year) as planned originally and report covers next academic year (following year). Although, the latter Self-Review Report mostly applies the former Self-Review Report based on modification of areas only if changes are vital and clarify areas of changes by colors (however, pro forma color-sorting of description of academic year for the evaluation is not needed).

### (2) Role of the Chair of Evaluation Panel and Relationship with the Evaluation team

- Role of the Chair of Evaluation Panel is as follows:
  - ① Monitoring on evaluation progress and trouble management of respective evaluation teams,
  - ② Coordination of interviews (Web meetings) with HEI executive and/or the faculty which are commonly implemented as the Evaluation Panel,

- ③ Coordination of interviews with HEI and/or the evaluation results among the evaluation teams determined as common areas (e.g., Accreditation Criteria 2.5, 4.1 etc.),
  - ④ Advices to the evaluation teams with regard to the evaluation results i.e., mentoring role,
  - ⑤ Confirmation on the judgement of evaluation results of respective evaluation teams is not biased or balanced and provide advises if necessary.
- The Chair of the Evaluation Panel thoroughly and holistically examines all review items of all programs associated with respective evaluation team and adjusts judgement result if the levels of understanding on the Accreditation Criteria is not even. Description of indication on the Program Review Report and Evaluation Report should be sorted in common area and program-oriented area.
  - Standard implementation contents and period of the web meetings are indicated in the appendix.

(3) Concept of the Go-see Visit

- Concept of the go-see visit is same as contents as described in section 3. Date of go-see visit does not have to be the same day even if multiple evaluation teams take go-see visit (same day is also fine).

5. Other

(1) Consideration on Security

- Using JABEE member's page on the JABEE website is principle and should be complied for the exchange of confidential documents due to expectation of increase in events of information exchange via internet more than the usual method of evaluation Encrypt documents with password if for some reasons confidential documents need to be send in alternative way such as via email attachments.

(2) Concept of Date of On-site Visit if Go-see Visit Does Not Take Place

- Date of on-site visit (initial date to determine the date of submission of additional explanation and/or Program Review Report (post on-site visit)) is the date equivalent to when the explanatory Web meeting takes place followed by submission of the Program Review Report (exit meeting at on-site visit) if go-see visit is not implemented.
- The Program Review Report (exit meeting at on-site visit) of all programs shall be explained at the explanatory Web meeting for the case of Simultaneous Evaluation so that the Chair of the Evaluation Panel shall serve as a host.



(3) Contents of Activities of Candidate for Evaluators and to Qualify as the Sub-evaluator

- Candidate for Evaluator shall attend web meeting part of the on-site visit for the purpose to gain the experience to be an evaluator in the future. Candidate for Evaluator is allowed to make comment during internal discussion of Evaluation Panel and/or Evaluation Team based on the approval of Chair of Evaluation Panel and/or the Lead Evaluator, nonetheless, Candidate for Evaluator is unable to involve judgement. Meaning, any comments whatsoever are not allowed for the web meeting of which includes participants from HEI and/or the Program Operating Organization. On the other hands, candidate for Evaluator is not allowed to participate go-see visit since it should be implemented by the bare minimum member.
- Candidate for Evaluators whose participation of evaluation activities based on this document, "the Guideline for the Evaluation", were recognized sufficient enough shall gain qualification to serve as sub-evaluator.
- The Lead Evaluator provides information of degree of participation of candidates for Evaluators to the Evaluation Team Dispatching Organization. The Evaluation Team Dispatching Organization determines appropriateness of Candidate for Evaluators to qualify as Sub-evaluator based on consideration of the data collected.

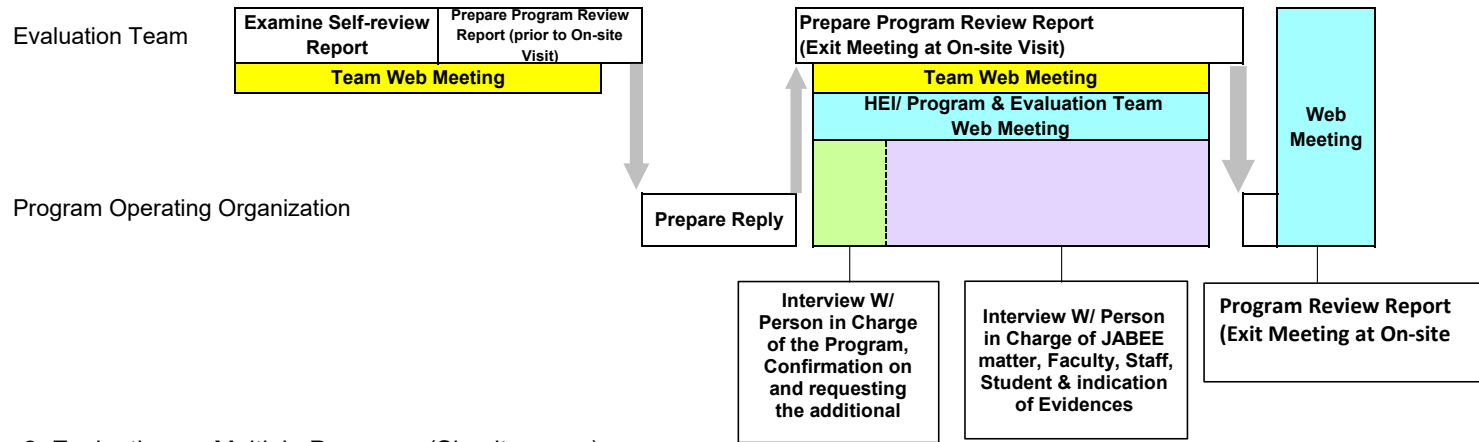
(4) Supplement for the Evaluation of Field for Architecture and Building Engineering and Architectural and Architectural Engineering

- Refer" Supplement for the Guideline of Field of Architecture and Building Engineering and Architectural and Architectural Engineering" as defined separately in addition to this document with regard to the evaluation on associated Field.

APPENDIX 1 : Standard Implementation Contents and Period of the Web Meetings

- (1) Period permitted to hold the Web Meetings between HEI/Program and Evaluation Panel/ Team is sometime between from sending out the Program Review Report (prior to On-site Visit) to the end of On-site Visit (Exit Meeting).
- (2) Within the Period as prescribed above, it is plausible to hold Web Meetings between Evaluation Panel/Team & HEI/Program whenever necessary. Although, Evaluation Panel/Team should keep in mind that the total time of the Web Meetings to be as equivalent to the meeting time spend at the On-site Visit.
- (3) Web Meetings among Evaluation Panel/ Team can be held anytime.
- (4) Attendance of all participants are preferable at the Web Meetings however, number of attendees could be minimized by taking account of participants availability and burden.

Case 1: Individual Evaluation



Case 2: Evaluation on Multiple Programs (Simultaneous)

