



Consejo de Acreditación de la Enseñanza
de la Ingeniería, A.C.

Exit Meeting Report

P-CACEI-DAC-06-DI10
Revision: 0
Valid as of September 19, 2019

The *Exit Report* constitutes the result of the evaluation that is **presented orally** at the closing of the activities of the evaluation visit, giving way to the *Due Process* on the assessment of the Evaluation Committee.

In the *Exit Report*, the General Coordinator must inform the HEI, as a summary of the activities carried out during the evaluation visit, the results thereof, as well as an overview of the strengths and weaknesses found in the program(s) evaluated, emphasizing the areas of opportunity.

This report will be organized and prepared to be **presented orally** by the General Coordinator before authorities, responsible(s) of the programs, faculty, support staff, and students. The decision on who will attend the exit report is responsibility the HEI only.

The *Exit Report* should not be subject to discussion, since, after 24 hours of closing the evaluation visit, the HEI will receive the *Pre-Dictamen Report* (PDR), and start the *Due process* on the evaluation of the Evaluation Committee.

1. General Recommendations:

- The *Exit Report* is the conclusion of the activities of the evaluation visit; its importance lies in closing this stage, providing initial feedback to the program evaluated on the strengths and areas of opportunity detected.
- The nature of this report is preliminary and will always be given orally; no document will be issued.
- The Coordinator of the Evaluation Committee will be responsible for issuing the Exit Report. If the evaluation visit is carried out simultaneously to more than one program, the person in charge of issuing the *Exit Report* will be the Team Chair.
- For the issuance of this report, consistency with the information that will be issued in the *Pre-Dictamen Report* must be taken care of.
- The duration for the *Exit Report* will be defined considering the number of programs evaluated. If it is a single program, the meeting should not last more than 30 minutes.

2. Purpose of the Report:

Inform the HEI the findings at the closing of the evaluation visit, and present a summary of the strengths and areas of opportunity detected.

3. Protocol for Issuing the *Exit Report*:

PRESENTATION and INTRODUCTION

1. Begin with a brief greeting thanking the HEI for its participation in the evaluation process, as well as for the facilities provided to carry out the activities detailed in the evaluation visit agenda.
2. Inform the HEI that the *Exit Report* is only preliminary and that during the same, it will not be allowed to ask questions or generate debate between the evaluation committee and the HEI. Mention that within 24 hours after completing the evaluation visit, they will receive the *Pre-Dictamen* and will have seven calendar days from the release of the

report, to present complementary documentation, or the clarifications that it considers pertinent on the recommendations that appear in the Pre-Dictamen.

3. Mention the general procedure and that to reach the final decision, it is still necessary that the program evaluated go through two more academic instances, the Technical Commission of Specialty, and Accreditation Committee; which may modify the preliminary evaluation of the indicators.
4. Inform that at the end of 24 hours of the closing of the visit, they will receive the *Pre-Dictamen* and will have seven calendar days to present explanatory evidence on the result of the visit.

DEVELOPMENT

5. Take care of the tone and nonverbal language when issuing the report seeking to generate a formal and relaxed environment.
6. Begin by mentioning the strengths of the evaluated program, within these, those related to the indicators assessed at the level of compliance 4, Achieved or Exceeded., must be mentioned first
7. Mention the categories in which the educational program is more solid or closer to consolidation.
8. Mention the areas of opportunity or weaknesses, consider the indicators evaluated in compliance level 2, Partially Achieved.
9. When the educational program does not comply with any of the indicators, these should be the last to be mentioned. For this item, the indicators evaluated in compliance level 1, Not Achieved, must be considered.

CLOSING

10. Thank the HEI for allowing the evaluation visit process, also for the commitment of the HEI for the improvement of the program.
11. Conclude with a brief message that encourages HEI to care for and maintain its strengths and to address the weaknesses and opportunity areas detected as a result of the evaluation. Emphasize the importance of the implementation of a program of continual improvement.