

**AMERICAN COUNCIL FOR
CONSTRUCTION EDUCATION**

DOCUMENT 102MD

**MANUAL FOR THE PREPARING A
SELF-EVALUATION STUDY FOR
MASTER'S DEGREE PROGRAMS**



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The Self-Evaluation Study

In compliance with requirements specified in Document 101, when an institution is ready for an accreditation visit, the institution will be requested to submit a Self-Evaluation Study in accordance with provisions stated herein. For an accredited program, a Self-Evaluation Study should be submitted within the time frames specified by ACCE.

Purposes of the Self-Evaluation Study

- i) guides the construction education unit through a critical review of its operations,
- ii) provides information to ACCE so that a fair evaluation of the master's degree program can be made, and
- iii) serves as an historical document for the construction education unit.

Preparation

The purposes listed above should be kept in mind when preparing the report. Sufficient information should be provided without being superfluous. However, extra information may be included to enhance the historical value of the document. Information available in published literature may be included in the report by appropriate reference.

Adjustments must be made to the terminology to fit local conditions (i.e., semester/quarter, college/school, SAT/GMAT). Use the terms and accounting procedures of your institution for student credit hours, full and part time faculty, and full and part time students. .

Information in addition to that requested in this document should be included as appendices. Appendices should be labeled with sequential letters (e.g., A, B, etc.) and each appendix should be numbered and separated by a divider. Sections I through IX should constitute Volume I of the Self-Evaluation Study, and Section X, Volume II.

If there are any questions or assistance is needed, please communicate with either the Chair of the Master Degree Accreditation Committee or the Executive Vice President of ACCE.

Distribution

For initial accreditation:

Upon its completion, the institution submits four copies of the Self-Evaluation Study, Volumes I and II, to the Executive Vice President of ACCE. One copy is retained in the ACCE office and the other copies are provided to the designated representatives of the Master Degree Accreditation Committee. These individuals review the document and make recommendations independently to the President of ACCE for or against proceeding with the on-site visit.

If the institution is approved for the on-site visit, five additional copies of the Self-Evaluation Study, Volumes I and II, are submitted to the Executive Vice President of ACCE. These copies are provided to all members of the Visiting Team, members-in-training and industry observers.

For renewal of accreditation:

Upon its completion, the institution submits five copies of the Self-Evaluation Study, Volumes I and II, to the Executive Vice President for distribution to all members of the Visiting Team, members-in-training and industry observer. Upon review, the Team Chair determines if the visit should proceed and if there is additional information desired by the Visiting Team.

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ACCE 102MD

Manual for Preparation of the Self- Evaluation Study for Master's Degree Programs

Submitted by:

Name of Institution:

Title of Graduate Program:

I. Introduction

A. Accreditation

Is the master's degree construction education program, or a portion thereof, accredited by another accrediting agency?

If yes, describe.

B. Master's Degree Program

1. Provide background information about the master's degree construction program, i.e. describe its origin, developmental history, mission, goals and current size; and organizational structure including, if applicable, how it functionally relates to the undergraduate construction education program(s).
2. List short and long-term objectives of the master's degree construction program in relation to how it is intended that program goals will be achieved and how achievement will be measured.

II. Organization and Administration

A. Organizational Charts

1. Provide organizational charts for the institution, which describe the place the master's degree program within the institution's administrative structure.
2. Explain how the mission and assessment procedures of the master's degree program is consistent with those of the institution.
3. Indicate the names of incumbents in positions directly related to the master's degree program.
4. Explain how the master's degree program interrelates with the institution's graduate college.

B. Master's Degree Program Administration

1. Administration of the Master's Degree Program:

Name of incumbent:

Title:

Describe the administrative procedures of the master's degree program and, if pertinent, the next higher administrative unit with regard to:

- a. Curriculum: Development of curriculum objectives; development, implementation and revision of the curriculum, selection of courses to be offered.
 - b. Faculty: Recruitment, hiring and the assignment of teaching loads.
 - c. Facilities: Assignment of rooms; class size limits; and the management of assigned space. Also describe any facilities dedicated solely to the master's degree program.
 - d. Budget: Allocation of funds; determination of salaries; and control of expenditures
 - e. Evaluation: Evaluation of program effectiveness.
 - f. Distance Learning: If any of the courses are delivered via distance learning technology, describe the systems used and how they are administered and assessed.
2. Describe the administrative procedures of the master's degree program with regard to how the administration and faculty periodically review operations and curriculum offerings for improvement opportunities through sound experimentation and innovation.

C. Related Programs

1. Describe any different intra-campus and multi-campus relationships with allied master's degree disciplines.
2. Describe provisions that have been established for interfacing with related undergraduate, master's and doctorate programs and for the interaction of the faculty associated with those programs.

D. Budget

1. Describe the budgeting process needed to support the master's degree program relative to both revenues and expenditures. If there is not a separate budget for the master's degree program, include this in your explanation.
2. Describe the nature of, the approximate amount, and the use of nonrecurring funds for the preceding years and how it impacted the master's degree program if any.
3. Indicate how the budget is sufficient to enable the master's degree program to realize its mission and goals.
4. Provide information on how the master's degree program's budget compares with other similar master's degree programs within the institution.

III. Curriculum

A. Program Description

1. Graduate Program Title:
2. Master Degree Title:
3. Credit hours required for the master degree:
Semester hours _____ or Quarter hours _____
4. List master's degree program options and/or specializations.
5. List other graduate degree programs administered by the construction unit.

B. Institutional Requirements

1. State any master's degree curricular requirements established at the state level, institutional and/or college level. .

C. Plan of Study

1. Date of most recent master's degree curriculum revision.

D. Degree Requirements

1. List the courses and credit hours required for the master's degree.
2. For Preliminary Learning Outcomes:

- a. Identify the minimum acceptable preliminary learning outcomes required of applicants.
 - b. Describe how the mastery of the preliminary learning outcomes are assessed by the master's degree program.
 - c. Explain what actions are taken for students who do not meet the minimum preliminary learning outcomes necessary for acceptance into the master's degree program.
3. For each of the following Program Learning Outcome categories:
1. Critical thinking and creativity
 2. Problem solving and decision making
 3. Effective and professional oral and written communication
 4. Use of information and communication technology
 5. Principles of leadership in business and management
 6. Current issues in construction
 7. Complex project decision making and associated risk management
 8. Professional ethics including application to situations and choices
 9. Advanced construction management practices
 10. Research Methods
- a. Define program learning outcomes for each category.
 - b. Cross reference each program learning outcome to relevant course objectives and/or other evidence
 - c. Describe how each program learning outcome is assessed.

E. Course Sequencing

List the master's degree courses with their prerequisites or co-requisites and, if none, explain how students are assessed to insure they have the needed prerequisite/co-requisite skills and knowledge required for the graduate courses.

F. Course Descriptions

1. Provide catalog master's degree course descriptions.
2. Note any discrepancies between the existing catalog course descriptions and the current listing of courses presented in this document.
3. Include in Appendix A, a syllabus for each master's degree course taught by the construction unit. The syllabi should state the course objectives in relation to the master's degree program's goals and objectives, instructional methods, topical outlines and assessment method.

G. Course Offerings

1. List the required courses taught by the construction unit. Indicate course number, title, number of sections per semester or quarter, and average enrollment per section for the most recent academic year.

Fig. 1: Required Course Offerings

Required Courses		No. of Sections				Average Enrollment
No	Title	Fall	Winter	Spring	Summer	

2. List the elective courses offered by the construction unit during the past two academic years. Indicate course number, title, number of sections per semester or quarter, and average enrollment per section.

Fig. 2: Elective Course Offerings

Elective Courses		Number of Sections				Number of Sections				Average Enrollment
No.	Title	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer	

H. Supporting Disciplines

1. List the required courses in the master’s degree program taught by other academic units. Indicate other disciplines that utilize the same course (if widely used, indicate "all campus").

Fig. 3: Supporting Disciplines

Course No.	Course Title	Other Discipline Using Course

2. Discuss the adequacy of required master’s degree courses taught by other academic units.

IV. Faculty

A. Current Staff

1. List the current faculty associated with the master’s degree program, including part-time and graduate teaching assistants. List the full-time faculty first, group alphabetically within rank. Indicate the rank at the head of each group. Show the full-time equivalent (FTE) for each part-time faculty member (i.e., 0.25 for quarter-time). Indicate years on staff as of the end of the current academic year. Indicate tenure status and whether an academic year (9 mo.) or fiscal year (12 mo.) appointment.

Fig. 4: Current Faculty List

Name	FTE	Highest Degree	Years on Staff	Tenured	Tenure Track	Non-Tenure Track	9 Month	12 Month

2. List the current support staff for the master’s degree program and their assignments. Include clerical staff, technicians, and non-teaching graduate assistants. Indicate the percentage of full-time employment dedicated to the master’s degree program.

Fig. 5: Current Support Staff

Name	% Full Time	Assignment

B. Staff Assignment Definition

Define what constitutes a full-time staff assignment in the master’s degree program. Discuss institutional regulations that influence this definition. Include formulas and load factors for various courses and other activities.

C. Current Faculty Assignments

Provide data on master’s degree faculty assignments for the most recent fall semester or quarter. List all master’s degree program faculty, full-time and part-time by name. For each faculty member indicate the courses taught, enrollment, and student credit hours (SCH). For each faculty member indicate the percent of time assigned to other activities and specify (i.e., administration, advising, graduate committees, teaching undergraduate courses, etc.).

Fig. 6: Current Faculty Assignments, Most Recent Academic Year

Name	Course	Enrollment	SCH	Other Assignments	
				% Time	Activity

D. Compensation

1. Provide data indicating the master’s degree construction faculty salaries for the current year. Data that would reveal individual salaries may be omitted and provided to the visiting team. Indicate the average 9-month salaries by rank. Convert all 12-month salaries to 9-month salaries. Indicate the conversion factor from 12-month to 9-month salaries.

Fig. 7: Current Salary Data

Rank	No.	Average 9 Month Salary	No. of 12 Month Appointments	No. of Resignations in past 5 years
Professor				
Associate Professor				
Assistant Professor				
Other – Specify				

2. Briefly explain the master’s degree faculty benefits program.

E. Evaluation and Promotional Policies

1. Describe the procedures for the evaluation of faculty teaching in the master’s degree program.
2. Tenure and Promotion
 - a. Indicate the number of current faculty teaching in the master’s degree program that have been promoted and/or achieved tenure in the past five years.

Fig. 8: Promotion and Tenure

Current Rank	No. Promoted	No. Tenured
Professor		
Associate Professor		
Assistant Professor		
Other – Specify		

- b. Briefly explain the tenure and promotion policies of the institution and the master's degree program.

F. Professional Development

Describe the master's degree program's policies related to consulting, professional association membership and continuing professional development.

V. Students

A. Admission Standards and Procedures

1. Describe standards and procedures for admission of students to the master's degree program.
2. Describe the policies of the construction program related to transfer credits, substitution for required courses and educational standing for master's degree students.
3. Describe the control the master's degree program has over quantity and quality of new students.
4. For all students admitted within the last two years, list the title of their undergraduate degrees

B. Quality of New Students

Indicate the quality of the new students for the most recent year using scores on standardized examinations, if used as part of the admission requirements. If standardized test scores are not used or are only one of several admission requirements, indicate how the construction unit assesses the quality of newly accepted students.

C. Enrollment and Graduation Data

Indicate the total number of graduate students enrolled in the construction master's degree program during the fall semester or quarter of the past five years and the number of students who graduated in the respective academic year.

Figure 9 – Enrollment and Graduation Data

Year	Enrollment	No. Graduates

D. Grading System

Explain the institution's grading system for master's degree students.

E. Academic Success and Failure

Explain how the master's degree program monitors student academic success and failure and what steps it takes to help students to succeed.

F. Academic Advising and Record Keeping

Describe the master's degree program student academic advising and recordkeeping process

G. Student Activities

Describe the extracurricular activities in which master's degree students can participate and the degree of participation, if applicable.

H. Graduate Placement Data

Indicate where graduates of the master's degree students go upon graduation. In cases where graduates are already employed full-time include them in the type of employer in Figure 10.

Fig. 10: Placement Data

Type of Employer	No. Graduates
Construction related employment	
Construction or construction management firm	
Material or equipment supplier	
Owner (utility, R.R., etc.)	
Design or development	
Teaching	
Continuing education	
Other	
Non-construction employment	
Seeking employment	
No information	
Total	

I. Financial Assistance

If assistantships, scholarships, fellowships or other financial aid are available to students in the master’s degree program, please describe the criteria to qualify along with the number of students receiving each for the previous academic year.

VI. Facilities and Services

A. Facilities

Describe the facilities utilized by the master’s degree program faculty, students and staff including classrooms, laboratories, and offices.

B. Library

1. Describe how books and periodicals are obtained by the master’s degree program (i.e., central library, departmental library, interlibrary loan program, internet, etc.)
2. Describe where the books and periodicals related to construction are located (i.e., central library, departmental library, etc.)
3. Describe how the budget for the purchase of library materials for the master’s degree program is established and how new acquisitions are selected.

4. Identify the courses taught in the master's degree program that make use of library reference materials and discuss the utilization.

C. Services

Describe the institutional services utilized by the master's degree program including computers, audiovisual and placement and others.

VII. Relations with Industry

A. Advisory Committee

1. Provide a list of the industry advisory committee members, their company affiliations and the types of construction or other disciplines they represent.
2. Describe the advisory committee procedures.
3. Describe the ways the advisory committee has assisted the master's degree program.

B. Contributions

List and describe any contributions that have helped support the master's degree program.

C. Continuing Education Courses

Indicate the continuing education courses developed and/or taught by the faculty teaching in the master's degree program for the construction industry during the past year.

D. Research

1. Describe the master's degree program's expectations for faculty research/scholarly activities, if any.
2. Indicate research, both sponsored and un-sponsored, conducted by the faculty in the master's degree program during the past five years. Indicate the sponsors, the amount of the funding and the major investigator(s)
3. Describe the master's degree program's expectations for faculty peer review publications and invited presentations, if any.
4. Indicate, by faculty member, peer review publications and invited presentations during the past five years. Indicate the complete citation for each paper and presentation.

E. Work Experience

Describe any internship opportunities for students in the master's degree program.

F. Placement Assistance

Describe any assistance provided to master's degree students in obtaining employment.

G. Student-Industry Interaction

Describe how the students in the master's degree program participate with the construction industry.

VIII. Published Information to the Public

A. Selected Material

List all master's degree program materials prepared for dissemination to the public.

B. Method of Materials Selection

1. List any institutional requirements governing publication of materials, if applicable.
2. Describe the process used by the master's degree program to select materials for publication.

C. Methods of Distribution

1. Provide a list of resources used to publish program information.
2. Describe the master's degree program's method of informing the public that this material is available.

IX. General Analysis

A. Program Quality Assessment

1. Describe the Academic Quality Plan in terms of both inputs and outcomes, as it relates to the master's program delivery, teaching, research and service.
2. Describe how outcome assessment results are correlated with mission, goals, master's degree program content and outcomes to implement change where needed.

3. Provide a copy of all forms used in the master's degree program assessment process. Input from students should be reflected in summary statistics of class and faculty evaluations and documentation of educational achievement, verifiable and in appropriate combinations of thesis, reviews of student portfolios, and composite test results as evidentiary examples. Graduate data should include job placement rates and employer evaluations.
4. Provide a summary of the most recent assessment cycle, including a description of the process used to evaluate both inputs and outcomes, and a summary of the results.
5. Describe the master's degree program's strengths, weaknesses, and opportunities identified in the quality assessment program described above.
6. State specific plans, including schedule, for overcoming identified weaknesses and incorporating identified opportunities into the program.

B. Future Plans

1. Describe the change(s) in goals and outcomes of the construction master's degree program as a result of the program's Quality Assessment Plan.
2. State specific plans for implementation of master's degree program changes emanating from the modifications to goals and outcomes described above.

C. Actions to Address Prior Cited Weaknesses (For Renewal of Accreditation Studies Only)

For programs seeking renewal of accreditation, state any actions taken to address Master's degree program weaknesses cited in the previous Visiting Team report.

D. Public Accountability

Indicate how the institution publishes the objectives of the master's degree program, admission requirements, program assessment measures employed and the information obtained through these assessment measures, student achievement, the rate and types of employment of graduates and any data supporting the qualitative claims made by the program.

X. Appendices

A. Faculty Vitae

B. Master Degree Course Syllabi

April 1, 2011