



# American Council for Construction Education

## FORM A-13

### TEAM CHAIR ASSESSMENT OF THE PERFORMANCE OF THE VISITING TEAM MEMBER-IN-TRAINING

The American Council for Construction Education has made a commitment to sound and fair accreditation practices. The most visible aspect of the Council's work and the very basis of the accreditation process is the Evaluation team Visit to construction programs and the subsequent Team Report. In accordance with its commitment to full and fair appraisal of construction education programs, the Visiting Team Chair is asked to assess the performance of each Team Member-in-Training. This information will be used to improve future site evaluation procedures.

Person being assessed \_\_\_\_\_

Institution visited \_\_\_\_\_

Program evaluated \_\_\_\_\_

Dates of visitation \_\_\_\_\_

For each question place a rating which, in your opinion, best describes the Member-in-Training's performance.

Unsatisfactory=1, Satisfactory=2, Good=3, Excellent=4, Outstanding=5  
(Circle One)                      Comments:

- |   |                  |                                  |
|---|------------------|----------------------------------|
| <b>1. The Team Member-in-Training came to the visit well prepared and appeared to be familiar with the Self-Study.</b>                | <b>1 2 3 4 5</b> | _____<br>_____<br>_____<br>_____ |
| <b>2. The Team Member-in-Training was on time for all meetings and kept to the visitation schedule.</b>                               | <b>1 2 3 4 5</b> | _____<br>_____<br>_____          |
| <b>3. The Team Member-in-Training was courteous and polite, portraying a professional attitude and a proper image of the Council.</b> | <b>1 2 3 4 5</b> | _____<br>_____<br>_____          |

- |   |           |   |
|---|-----------|---|
| 4. The Team Member-in-Training evaluated the program based on the goals and objectives established for the program, and refrained from publicly comparing the program being evaluated with other programs and offering “how to do it” approaches. | 1 2 3 4 5 | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
| 5. The Team Member-in-Training completed the assignments made and agreed to at the out-set of the visit.  | 1 2 3 4 5 | <hr/> <hr/> <hr/> <hr/>                         |
| 6. The Team Member-in-Training asked questions which brought out information required, and noted significant points which contributed to the formulation of the Team Report.  | 1 2 3 4 5 | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>             |
| 7. The Team Member-in-Training cooperated with Team Members in fulfillment of the Team’s responsibilities.  | 1 2 3 4 5 | <hr/> <hr/> <hr/> <hr/>                         |
| 8. The Team Member-in-Training would serve well on a visiting team.   | 1 2 3 4 5 | <hr/> <hr/> <hr/>                               |
| 9. My overall assessment of the Team Member-in-Training’s performance is:   | 1 2 3 4 5 | <hr/> <hr/> <hr/>                               |

Comments and suggestions for future evaluation visits:

Signed \_\_\_\_\_ Print Last Name \_\_\_\_\_

When the draft Team Report has been returned to you with comments, send this completed form to:

**President**  
**ACCE**  
**825 W. Bitters Rd., STE 103**  
**San Antonio, TX 78216**