

American Council for Construction Education



On-site Visit Preparation-OBA

Purpose of the Visit

- Verify accuracy of the Self-study information
- Assess Quality and Quantity factors which cannot be documented
 - Caliber of the student body
 - General morale of the faculty and students
 - Inspect materials compiled, such as:
 - Student work
 - Course Outlines
 - Syllabi
 - Text Books

Guidelines for ACCE Visits

- Accreditation is voluntary
- The Visiting Team is on campus @ the invitation of the Institution
- Accredited standards are chosen by professionals - academics and practitioners alike
- Evaluate the program with respect to the Institution's Mission, Goals and Objectives

Procedures Prior to the Visit

- Self-study Preparation and Submittal
- Chose dates of the Visit
- Build the Visiting Team
- Team Acceptance

Program Preparation for the Visit

- Documentation
 - Gather Student work
 - Text Books,
 - Syllabi, similar format; specific content
 - ALL courses used to support SLOs, regardless of who/what department
 - Organized by SLO (or both).
 - Goal is to provide clarity for VT.

Preparation (con't.)

- Map courses against Student Learning Outcomes, including assessment instruments in a clear and concise manner

See example on ACCE website under Accreditation Procedures: http://www.acce-hq.org/images/uploads/curriculum_mapping_4-20-2015.pdf

Mapping Example Form

Course No.	Course Title	SLO 1	SLO 2	SLO 3	SLO 4	SLO 5	SLO 6	SLO 7	SLO 8	SLO 9	SLO 10	SLO 11	SLO 12	SLO 13	SLO 14	SLO 15	SLO 16	SLO 17	SLO 18	SLO 19	SLO 20	
		write	oral	safety	estim.	sched.	ethics	doc	meth.	team	IT	survey	deliver	risk	accou.	qa/qc	control	contract	sustain.	structure	MEP	
BCN 1001	Intro to Building Const.												I									
BCN 1210	Const. Materials								I										I			
BCN 1251C	Const. Drawing							I			I											
BCN 1582	Inter. Sustainable Develop.						I												I			
BCN 2405C	Const. Mechanics																				I	
ENC 3254	Prof. Writing in Const.	I	I																			
BCN 3027C	Intro to Const. Mgmt.		R				I						I	I			I	I				
BCN 3223C	Soils and Concrete	R							I							I				R	R	
BCN 3224C	Const. Techniques			I					I													
BCN 3255C	Graphic Comm. In Const.							I			I											
BCN 3281C	Const. Surveying										I	I, DA										
BCN 3431C	Structures			R				R	R							R					R	
BCN 3521C	Electrical Systems			R				R	R												DA	
BCN 3611C	Const. Estimating 1				I		R	R			I				R							
BCN 3700	Const. Contracts	R					R							R				DA				
BCN 3730	Const. Safety, Health & Env.			DA			R															
BCN 4423C	Temporary Structures			R					R												R	
BCN 4510C	Mechanical Systems							R	R							R				R	DA	
BCN 4612	Const. Estimating 2				DA		R			I	I			I								
BCN 4720	Const. Planning and Control	R	R			DA		DA			I				I							
BCN 4753	Const. Finance													R					R			
BCN 4709	Const. Project Mgmt.	DA					DA				R		DA	DA		DA	DA					
BCN 4787C	Const. Capstone Project	R	DA	R	R	R		R	R	DA	DA		R				R			DA	R	
AC Exam	Average area score ⇒ 70%	DA-2		DA-2	DA-2	DA-2					DA-1		DA-2	DA-1		DA-1		DA-1			DA-1	
Employer S.	min 3.5 on 1 to 5 scale	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA
Alumni S.	min 3.5 on 1 to 5 scale	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA	IA

I=Introduced R=Reinforced DA=Direct Assessment IA=Indirect Assessment DA-1=AC exam can be used as the only direct measure DA-2=AC exam cannot be used as the only direct measure August 29, 2014

Upon graduation from an accredited ACCE 4-year program a graduate shall be able to:

1. Create written communications appropriate to the construction discipline.
2. Create oral presentations appropriate to the construction discipline.
3. Create a construction project safety plan.
4. Create construction project cost estimates.
5. Create construction project schedules.
6. Analyze professional decisions based on ethical principles.
7. Analyze construction documents for planning and management of construction processes.
8. Analyze methods, materials, and equipment used to construct projects.
9. Apply construction management skills as a member of a multi-disciplinary team.
10. Apply electronic-based technology to manage the construction process.
11. Apply basic surveying techniques for construction layout and control.
12. Understand different methods of project delivery and the roles and responsibilities of all constituencies involved in the design and construction process.
13. Understand construction risk management.
14. Understand construction accounting and cost control.
15. Understand construction quality assurance and control.
16. Understand construction project control processes.
17. Understand the legal implications of contract, common, and regulatory law to manage a const. project.
18. Understand the basic principles of sustainable construction.
19. Understand the basic principles of structural behavior.
20. Understand the basic principles of mechanical, electrical and piping system.

Preparation (con't.)

- Copy of formal assessment plan, data collected, action plans & follow up.
- IAB – minutes, by-laws, activities
- **Section 8 – Requires data and results**
Must be easily available and comprehensive for the
General Public

Preparation (con't.)

- Tables for Sections 8 & 9
 - *Must include comments*
- Program Quality Improvement Plan -
Section 9
 - Quality Improvement Plan has 3 elements:
 - Strategic Plan for Educational Unit
 - Assessment Plan for Degree Program
 - Assessment Implementation Plan for Degree Program

Schedule

- Build with the Team Chair
 - Pres/Provost
 - **0900+/- Monday, and 1100+/- on Tuesday**
 - Student meeting: cross-section
 - Meet with all faculty including adjuncts
 - Allow time for travel between buildings/appointments
 - Industry Observer, voluntary and helpful to program

Schedule (con't.)

- Schedule dinner with IAB
- Excuse faculty at some point
- Dinner venue to allow for conversations and group discussions.

Logistics

- Team pays for costs – reimbursed by ACCE – no additional cost to the program
- Flights – by individuals
- Hotel – some help on costs – not Ritz Carlton!
 - Largest cost of any Team
 - No need for recreation or grand amenities
 - Somewhat close to campus
 - Car provides flexibility

Logistics (con't.)

- Car – avoid multiple rentals-VT Chair decision
- Around campus – might help with student guides/van if large campus
- Room for Team to work
 - Large table for document collection
 - Web access for catalog, etc.
 - Lockable/private

Other Preparations

- Look at the Last VT Report
- Look at 3rd Year Progress Report
- Go through the Advanced Visiting Team Training on the ACCE Website, membership/member training.
- Document 101, Sections 3 & 5, includes sample schedule.
- Use most recent A-3 sent by Billye

Report Changes

- Section 1 – The definition of “degree program” was broadened, so that much of the burden of proof in many areas was moved to the “degree program,” from the “educational unit.”
- * Section 2 – This section was reformatted and section 2.1.2 was eliminated

Report Changes (con't)

- Section 3 – Most of 3.1.4 was moved to the “Intent” section as a guideline (not a requirement).
- Section 3.1.5.1 & .2 in Document 102 references graduates (added “s”), so that not every graduate has to achieve every SLO, allowing for something less than 100% achievement.

Report Changes (con't)

- Section 3.1.5.3, (old H- new E) now requires the appropriate evidence for assessment and student work.
- Section 3.1.5.3 (old E-new B) now better describes the requirement for syllabi. It is the consistent content, not the exact format that is required.

Report Changes (con't)

- Section 3.1.5.3 was reorganized/revise to provide more clarity and avoid redundancy.
- Section 8.1.2 was revised to remove the requirement for faculty role in continuing education.

Report Changes (con't)

- Section 9.1.4.1 now clarifies data collection to occur at least annually.
- Section 9.1.4.2 clarifies the assessment cycle shall not exceed three (3) years.

Report

- Follow Schedule
- Do not change font, spacing or other format elements
- Utilize Writing Guide for format and writing form
- Institution response only for factual corrections

Questions?

