**Name of College/University**

**Interim Progress Report for Year Two**

***Instructions and Template***

November 30, 2018

## Contents

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7. Appendix (include revised curricula, syllabi, and one-page CVs or bios of new administrators and faculty members; syllabi should reference which NAAB SPC a course addresses)

**1. INSTRUCTIONS AND TEMPLATE GUIDELINES**

**Purpose**

Continuing accreditation is subject to the submission of interim progress reports at defined intervals after an eight-year or four-year term of continuing accreditation is approved.

This narrative report, supported by documentation, covers three areas:

1. The program’s progress in addressing not-met Conditions or Student Performance Criteria from the most recent Visiting Team Report.
2. Significant changes to the program or the institution since the last visit.
3. Responses to changes in the NAAB Conditions since your last visit (Note: Only required if Conditions have changed since your last visit)

**Supporting Documentation**

1. The narrative should describe in detail all changes in the program made in response to not-met Conditions and Student Performance Criteria.
2. Provide information regarding changes in leadership or faculty membership. Identify the anticipated contribution to the program for new hires and include either a narrative biography or one-page CV.
3. Provide detailed descriptions of changes to the curriculum that have been made in response to not-met Student Performance Criteria. Identify any specific outcomes expected to student performance. Attach new or revised syllabi of required courses that address unmet SPC.
4. Provide additional information that may be of interest to the NAAB team at the next accreditation visit.

**Outcomes**

IPRs are reviewed by a panel of three: one current NAAB director, one former NAAB director, and one experienced team chair.[[1]](#footnote-1) The panel may make one of three recommendations to the Board regarding the interim report:

1. Accept the interim report as having demonstrated satisfactory progress toward addressing deficiencies identified in the most recent VTR.
2. Accept the interim report as having demonstrated progress toward addressing deficiencies but require the program to provide additional information (e.g., examples of actions taken to address deficiencies).
3. Reject the interim report as having not demonstrated sufficient progress toward addressing deficiencies and advance the next accreditation sequence by at least one calendar year but not more than three years, thereby shortening the term of accreditation. In such cases, the chief academic officer of the institution will be notified, and a copy sent to the program administrator. A schedule will be determined so that the program has at least six months to prepare an Architecture Program Report. The annual statistical report (see Section 9 of the 2014 Conditions) is still required.

**Deadline and Contacts**

IPRs are due on November 30. They are submitted through the NAAB’s Annual Report System (ARS).

Contact Ellen Cathey ([ecathey@naab.org](mailto:ecathey@naab.org)) or David Golden ([dgolden@naab.org](mailto:dgolden@naab.org)) with questions.

**Instructions**

1. Type all responses in the designated text areas.
2. Reports must be submitted as a single PDF following the template format. Pages should be numbered.
3. Reports are limited to 25 pages/10 MBs.
4. Supporting documentation should be included in the body of the report.

5. Student work is not to be submitted as documentation for a two-year IPR.

**2. EXECUTIVE SUMMARY OF 2016 NAAB VISIT**

**Conditions Not Met**

|  |
| --- |
| **2016 VTR** |
| Physical Resources |

**Student Performance Criteria Not Met**

|  |
| --- |
| **2016 VTR** |
| C.3 Integrative Design |

**3. TEMPLATE**

**Interim Progress Report**

**University of XXX**

**College of Design, School of Architecture**

**M. Arch. [Preprofessional degree + 57 credits]**

*Year of the previous visit: 2016*

*Please update contact information as necessary since the last APR was submitted.*

**Chief administrator for the academic unit in which the program is located:**

**Provost**:

**President of the institution**:

## Individual submitting the Interim Progress Report:

**Name of individual(s) to whom questions should be directed:**

**Current term of accreditation:**

*Text from the most recent VTR or APR is in the gray text boxes. Type your response in the designated text boxes.*

**1. Progress in Addressing Not-Met Conditions and Student Performance Criteria**

**Physical Resources**

***2016 Visiting Team Assessment*:** Lorem ipsum . . .

**University of XXX, 2018 Response:** Click here to enter text.

**C.3 Integrative Design**

***2016 Visiting Team Assessment*:** Lorem ipsum . . .

**University of XXX, 2018 Response:** Click here to enter text.

**2. Changes or Planned Changes in the Program**

*Please report such changes as the following: faculty retirement/succession planning; administration changes (dean, department chair, provost); changes in enrollment (increases, decreases, new external pressures); new opportunities for collaboration; changes in financial resources (increases, decreases, external pressures); significant changes in educational approach or philosophy; changes in physical resources (e.g., deferred maintenance, new building planned, cancellation of plans for new building).*

**University of XXX, 2018 Response**: Click here to enter text.

**3. Summary of Activities in Response to Changes in the** [**2014 NAAB Conditions**](https://www.naab.org/wp-content/uploads/01_Final-Approved-2014-NAAB-Conditions-for-Accreditation-2.pdf)

**University of XXX, 2018 update:** Click here to enter text.

**4. Appendix** (include revised curricula, syllabi, and one-page CVs or bios of new administrators and faculty members; syllabi should reference which NAAB SPC a course addresses)

**University of XXX, 2018 update:** Click here to enter text.

1. The team chair will not have participated in a team during the year in which the original decision on a term of accreditation was made. [↑](#footnote-ref-1)