



2020 Conditions and Procedures: Ask NAAB: Organizing Evidence with the Digital Guidelines

NAAB

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Presenters



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Today's Agenda

Accreditation Resources

2020 Conditions and Procedures



Accreditation Guidelines

The Guidelines to the Accreditation Process (2020 Conditions and Procedures) serve as a resource and provide clarification and examples as programs plan and engage in the NAAB accreditation process.



Frequently Asked Questions

The Frequently Asked Questions page includes information on the accreditation process and the 2020 Conditions and Procedures, based on inquiries from programs.



VSV Supplement

The *Virtual Site Visit Supplement to the 2020 Procedures* provides a framework for virtual site visits (VSV) for accreditation. The VSV Supplement is in effect for all visits under the 2020 Procedures.



Digital Guidelines

The Digital Guidelines provide a framework for organizing evidence for Student Criteria (SC) and Program Criteria (PC). The Digital Guidelines is in effect for all visits under the 2020 Conditions.



APR

Accreditation Program Report Template for Programs Seeking Continuing Accreditation.



VTR – 1 Program

Visiting Team Report Template for visits to one program (B.Arch., M.Arch., or D.Arch.)

VSV Supplement – Filesharing

- APR Submitted to NAAB by Email
- The program will select a filesharing platform to host the materials typically held in the team room.
- **NAAB does not recommended any particular software**, but the team must be able to access the platform for free.
- NAAB uses Box to facilitate the team's work. NAAB will provide the visiting team with login credentials. Box will be used to host and share:
 - The APR.
 - The VTR template and final VTR document.
 - Materials related to logistics (e.g., VSV agenda, Zoom attendee lists, Zoom links, etc.).

VSV Supplement - Filesharing

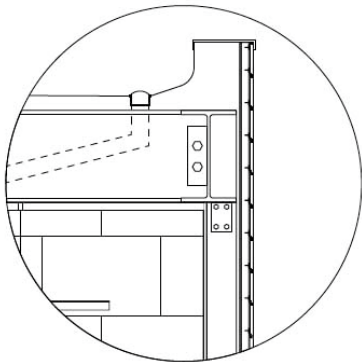
- 45 days before the visit, the program will provide access to the visiting team to its filesharing platform for:
 - All student studio work and supporting materials.
 - Matrices.
 - The virtual video tour of the facilities.
- If the visiting team requests additional evidence during the pre-visit review or visit, the program will provide it by uploading it to a folder marked “Additional Evidence.”
- During the visit, and in accordance with the Family Education Right to Privacy Act (FERPA), the program will share student admissions and advising files while maintaining control of the records at all times. **These documents should not be transferred to the team in any way.**

Introduction to Digital Guidelines

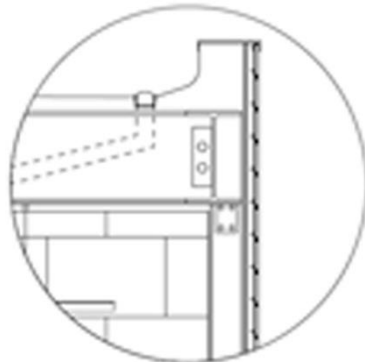
- The Digital Guidelines are a minimum level.
- Programs that wish to go above the minimum guidelines must contact NAAB staff to discuss their intent.
- Programs may use a learning management system (such as Blackboard or Canvas) to organize **all** required evidence for PC and SC. The team must be able to access all evidence and the evidence must be organized in accordance with the Digital Guidelines requirements.

File Size and Legibility

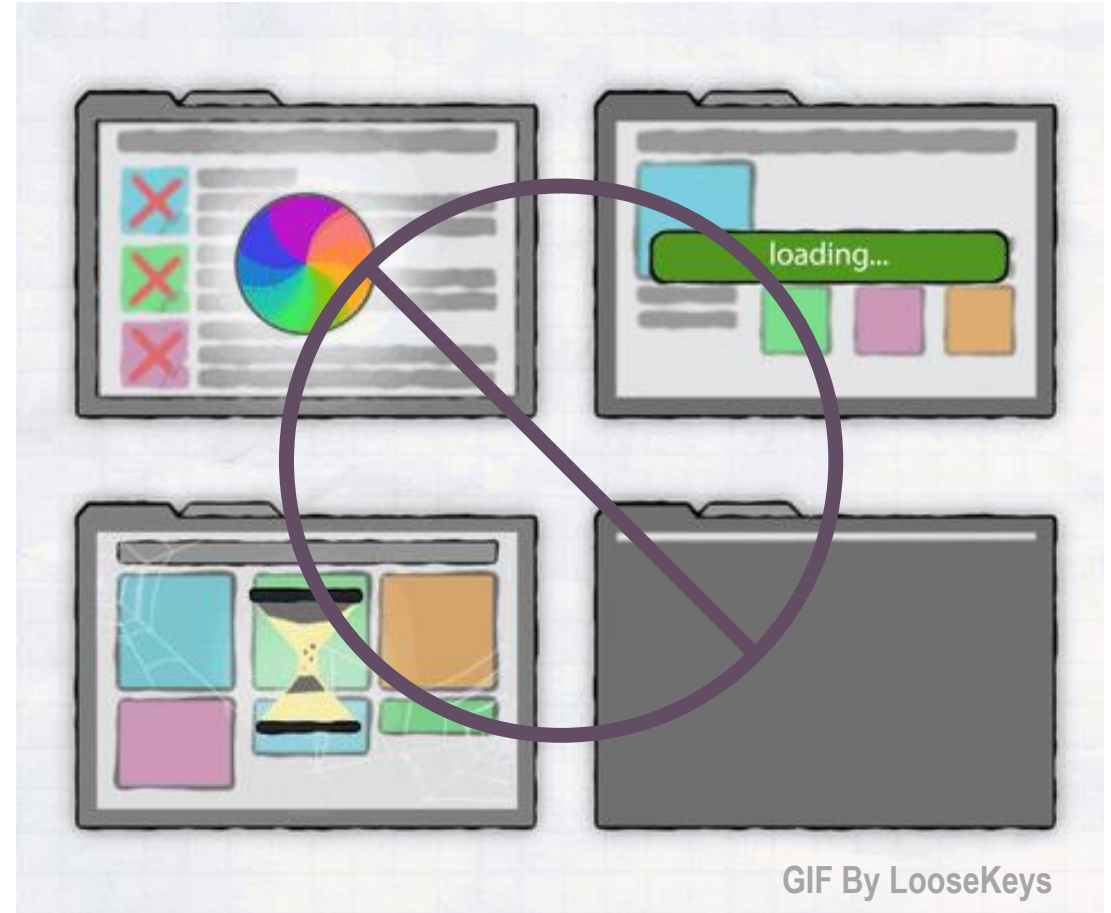
- A maximum file size of 25 mb is recommended
- **Speed of access** is just as important as **image quality**



Vertigo wood plastic composite cladding
section assembly details
1/2" = 1'



Vertigo wood plastic composite cladding
section assembly details
1/2" = 1'




GIF By LooseKeys


Random Selection of Student Work


- Per the *2020 Procedures*, Section 3.5.3, Student Criteria 5 and 6 require programs to submit student work examples from approximately 20% (no less than three and no more than thirty) of students who passed the course, or courses, in which the learning outcomes were achieved **within one year before the visit, or the full academic cycle in which the courses are offered**.
- Programs will send a roster of passing students from the course(s) that satisfy SC.5 and SC.6 to NAAB.
- NAAB staff uses a **random number generator** to identify the student work examples and informs the program of the selected students.
- The program uses the list to prepare the student work examples, so they are ready for the team 45-days in advance of the visit.


Random Selection of Student Work: 24 Students


Students on Roster	Examples Required
3-15	3
16-20	4
21-25	5
...	...
136-140	28
141-145	29
146+	30


Generate [multiple numbers](#) 


How many 5 


Minimum value 1 

Maximum value 24 

Type of number(s) [integers](#) 

Include min/max [include both](#) 

Allow duplicates [no](#) 

Sort results [yes](#) 

3, 7, 14, 19, 23

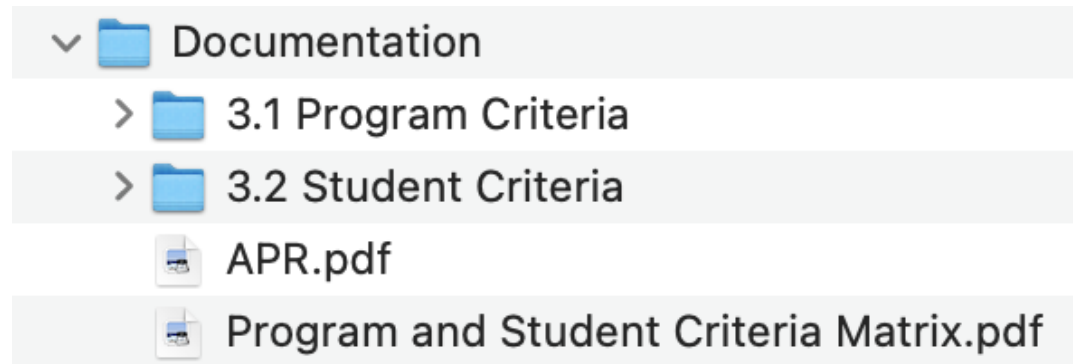
	Name / ID Number
1	Last Name
2	Last Name
3	Last Name
4	Last Name
5	Last Name
6	Last Name
7	Last Name
8	Last Name

Random Selection of Student Work: Groups

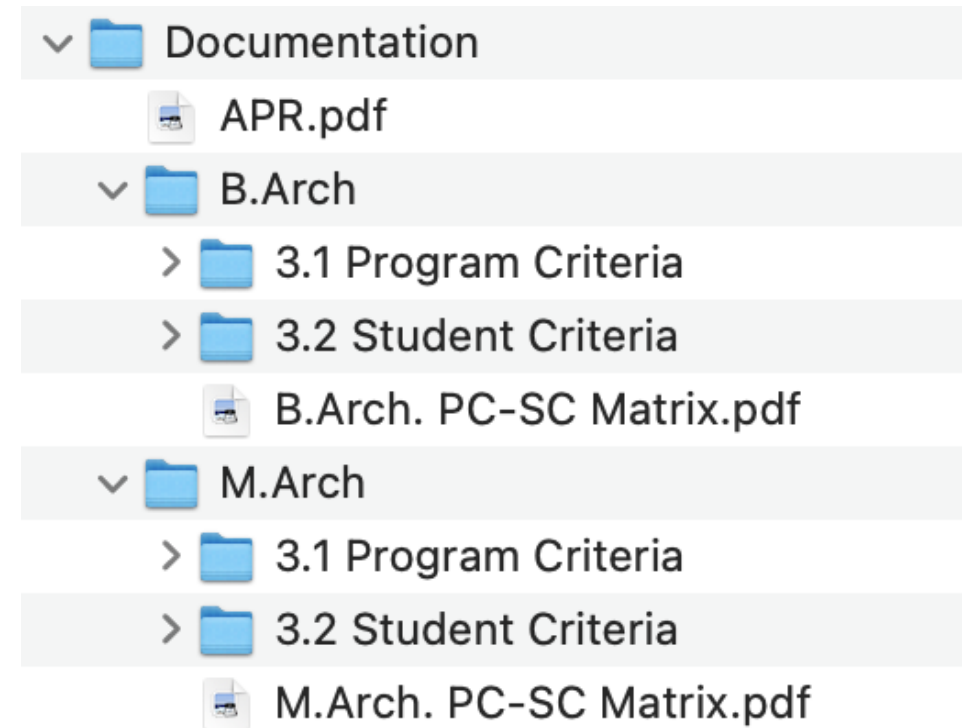
- If demonstration of compliance is accomplished via one course but the student work PDFs contain both group and individual work, programs must submit all students who pass the course as individuals on the roster.
- If demonstration of compliance is accomplished via multiple courses, programs must submit all students who pass the courses as individuals on the roster it submits to NAAB, regardless of group work.
- If demonstration of compliance is accomplished via **one course, and the course is completed entirely in groups**, the program may create the roster using the groups, rather than individual students. In this scenario name each PDF “Group#_Course Number.”

Organizing PC and SC Files

- One Program

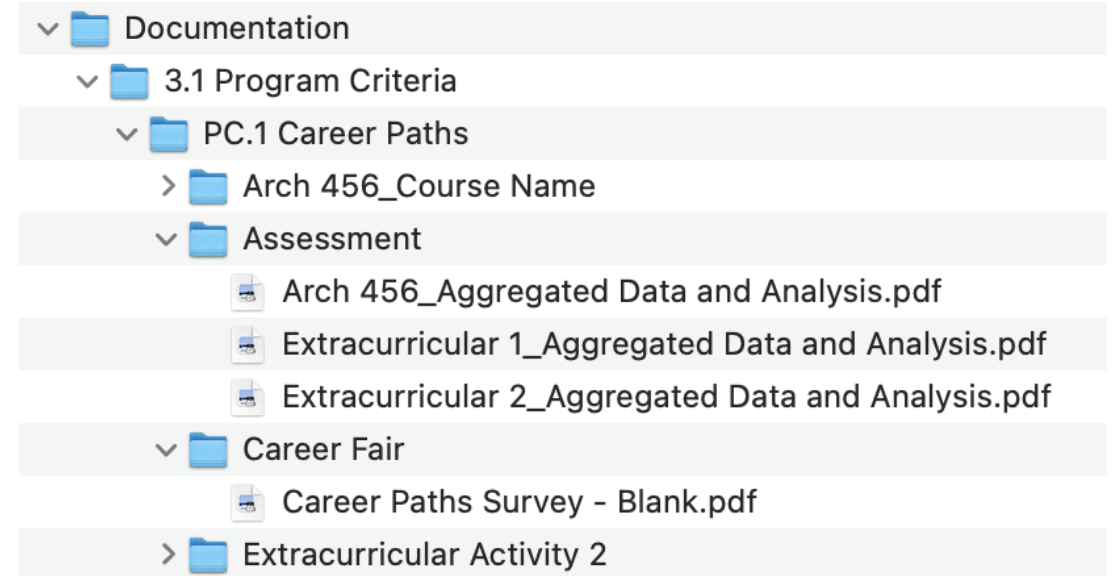


- Two Programs



Organizing Program Criteria Files

- Supporting Materials
 - Curricular
 - Course # and Name
 - Course Materials
 - Samples of blank assessment tools
 - Extracurricular (Description)
 - Sample or description of assessment tools
- Evidence of Assessment
 - Aggregated data
 - Analysis

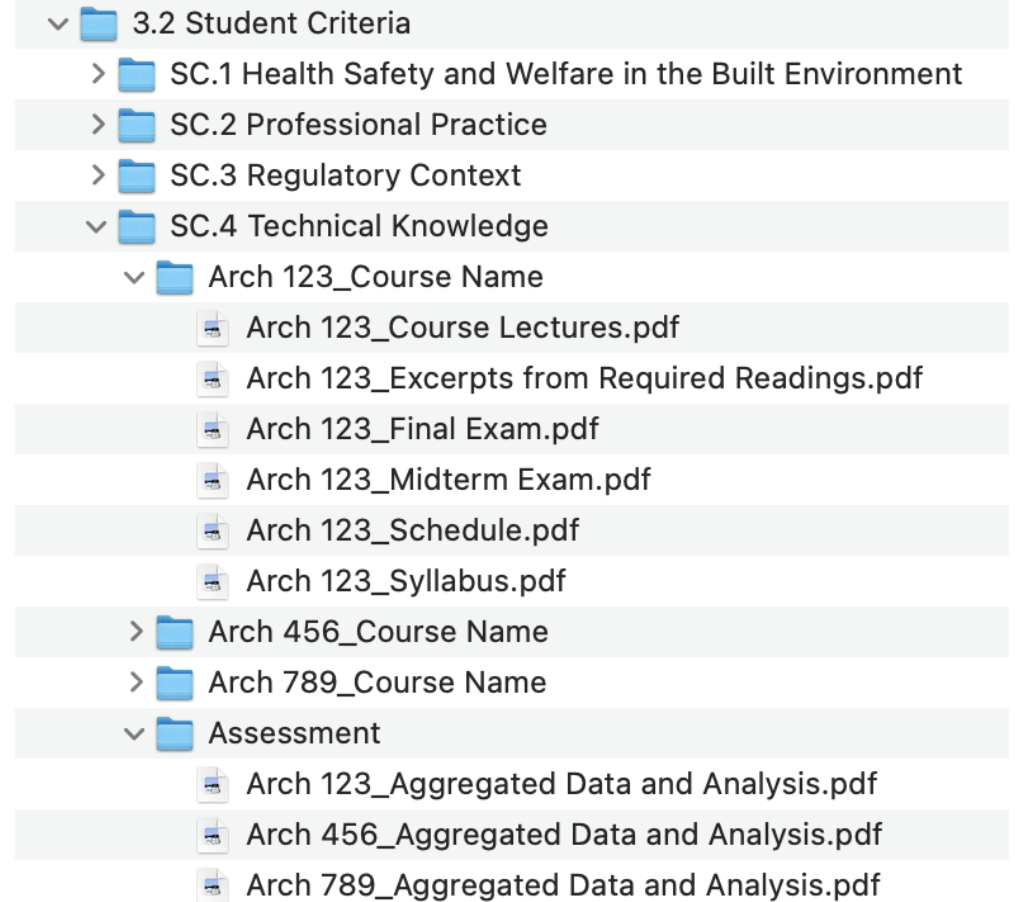


Organizing Student Criteria Files SC.1-4

- Supporting Materials
 - Curricular
 - Course # and Name
 - Course Materials
 - Samples of blank assessment tools
- Evidence of Assessment
 - Aggregated data
 - Analysis

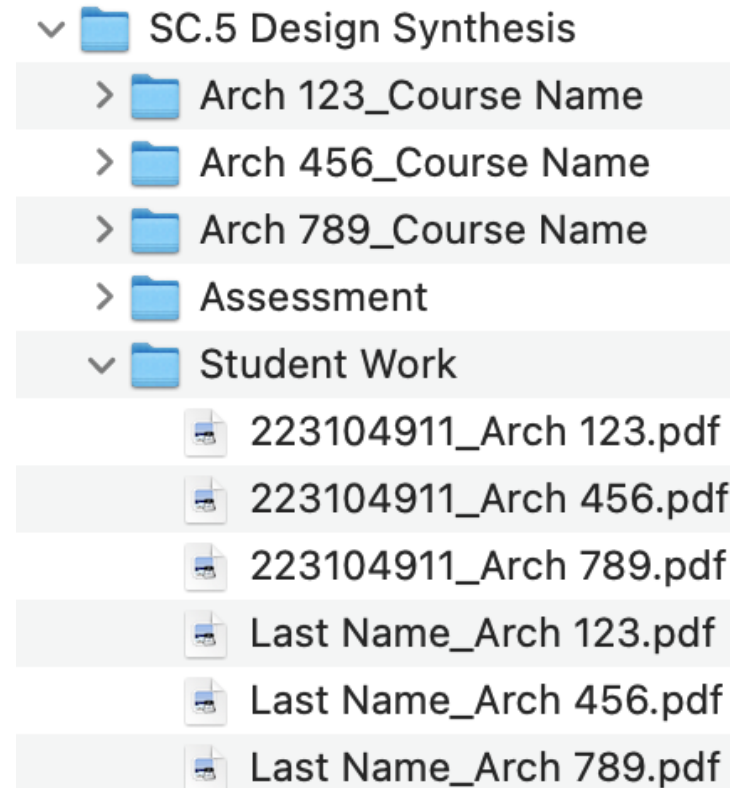
Note: No Student Work Required

- Illustrative Example optional



Organizing Student Criteria Files SC.5-6

- Supporting Materials
 - Curricular
 - Course # and Name
 - Course Materials
 - Samples of blank assessment tools
- Evidence of Assessment
 - Aggregated data
 - Analysis
- Student Work
 - Organized by student number or last name
 - Each student should have one PDF for each course identified



Organizing Student Work

- If a single course has multiple assignments that collectively demonstrate compliance, programs should clearly differentiate the work samples and present the work samples in the same order for each student
 - **Example**, every student PDF from Arch 410 has the site analysis project first and the building design project second, differentiated by bookmarks and/or cover pages).
 - The roster should include all students who passed the course(s) the program as where compliance is demonstrated. Programs define what constitutes a passing grade.
- For group work, include a description of individual student contribution to the group work in each student work PDF.

Thank You!

Questions?

Email accreditation@naab.org