

Revisions to NAAB 2020 Procedures for Accreditation: Discussion & Feedback



Key Revisions

- 01 **Plan to Correct Policy**
- 02 **Annual Report Form**
- 03 **Annual Report Policy**
- 04 **Special Report**
- 05 **Conflict of Interest Policy**
- 06 **Administrative Probation Policy**
- 07 **Accreditation Review Committee (ARC)**



Accreditation Review Committee (ARC)

The outcomes-based approach requires on-going assessment by programs that results in annual reviews by NAAB. To support the Board of Directors in their review of programs, the addition of the ARC will help to address the workload as well as provide program directors and faculty with opportunities to participate in the NAAB accreditation process as a reviewer.

The ARC is responsible for conducting reviews of annual accreditation maintenance reports, including the Annual Report, Special Report, and Plan to Correct, and making recommendations to the Board regarding programs' compliance with the *2020 Conditions and Procedures*. Members of this committee will be appointed by the NAAB president following a public call, review, and selection. This committee provides an important way for faculty and professionals to gain accreditation experience and greater awareness of architecture educational practices throughout the country.



Accreditation Review Committee (ARC)

The Architecture Review Committee

The Accreditation Review Committee (ARC) is responsible for conducting reviews of maintenance of accreditation reports, including, but not limited to, the Annual Report, Special Report, and Plan to Correct, and making recommendations to the Board of NAAB regarding the program's ongoing compliance with the NAAB's Conditions and Procedures for Accreditation.

NAAB will initiate a public call for the ARC members. Following the public call and review of applicants, the NAAB president will appoint the ARC. The ARC is comprised of individuals in the field of architecture who have served on a minimum of one NAAB accreditation visiting team and demonstrate familiarity with NAAB Conditions and Procedures for accreditation. The NAAB president will appoint the chair of the committee. ARC members cannot be concurrently serving on the staff or board of directors of AIA, AIAS, ACSA, NAAB or NCARB.

ARC members serve two-year terms and are eligible for reappointment. ARC members are required to complete training before each ARC member begins the first term.

Commented [AB2]: This is a new procedure to provide support for review of programs' required reporting. The ARC will help to address the workload as well as provide program directors and faculty with opportunities to participate in the NAAB accreditation process as a reviewer.

ARC is responsible for conducting reviews of maintenance of accreditation report, including reports like the Annual Report, Special Report, and Plan to Correct and making recommendations to the Board regarding programs' compliance with the 2020 Conditions and Procedures.

Members of this committee will be appointed by the NAAB president following a public call and review. This new committee provides an important way for faculty and professionals to gain accreditation experience and greater awareness of architecture educational practices throughout the country.



Accreditation Review Committee (ARC)

Notes:

1. New Review Committee whose members are not nominated by NCARB, AIA, or ACSA
2. Appointed by the President of NAAB
3. Chair appointed by the President of NAAB
4. Nothing about the number of members on this committee
5. WILL MAKE RECOMMENDATIONS REGARDING COMPLIANCE; involved with the Annual Reports, Special Reports, and Plans to Correct, and potentially others



Annual Reports

Annual Report Form: Updated to provide programs with an opportunity to **demonstrate ongoing compliance** required by the outcomes-based nature of the *2020 Conditions*. This update streamlines the reporting requirements, removes the need for Interim Progress Reports, and **presents accredited programs with on-going feedback from the Board of Directors on the program's assessment practices.**

Annual Report Policy: **Includes interim steps, including a Special Report and Plan to Correct,** for programs that cannot demonstrate compliance with on-going assessment at the time of the Annual Report. Programs are provided opportunities to address deficiencies in an iterative process without detriment to their accreditation status and term.



Annual Reports

Programs granted initial accreditation or continuing accreditation by NAAB are required to submit an Annual Report. The purpose of the Annual Report is to update program records and provide NAAB with information about the program's continuing compliance with the Conditions for Accreditation during the program's accreditation cycle.

The demographic data provided in the Annual Report will be aggregated and the aggregate data will be reported on the NAAB website. Each program is responsible for posting its own data on its public website with a link to www.naab.org in accordance with the Conditions for Accreditation and Procedures for Accreditation.

Annual Report Submission

Programs are required to submit their Annual Reports each year on or before December 30, including the year in which the Architecture Program Report (APR) is due.

Programs that fail to submit the report by December 30 will be assessed a late fee of \$100 per day until

Commented [AB14]: The new process includes interim steps, including Special Report and Plan to Correct, for programs that cannot demonstrate compliance with on-going assessment at the time of the Annual Report. Programs are provided with opportunities to address deficiencies in an iterative process without detriment to their accreditation status and term.

The Annual Report form has been updated to provide programs with an opportunity to demonstrate ongoing compliance required by the outcomes-based nature of the 2020 Conditions. This update streamlines the reporting requirements, removes the need for Interim Progress Reports, and presents accredited programs with on-going feedback from the Board of Directors on their assessment practices.



Annual Reports

Annual Report Review Process

Staff will review all Annual Reports for completeness and, if necessary, request any additional information from the program.

The Accreditation Review Committee (ARC) will review Annual Reports and make a recommendation to the Board of NAAB. A primary and secondary reviewer from the ARC will be assigned to review each program's Annual Report. The reviewers will determine any areas of noncompliance. The ARC reviewers will make one of the following recommendations to be acted upon by the Board:

- Accept the Annual Report if the program meets all requirements of the Annual Report and no further action required; or
- Accept the Annual Report and require a substantive change request if the program meets all requirements of the Annual Report but has reported a substantive change that was not previously reported (see Substantive Change Policy).
- Accept the Annual Report and require a Special Report to be submitted by June 30 for any area(s) of the Conditions for Accreditation or Procedures for Accreditation determined to be in noncompliance, unless the program already has been placed on a Plan to Correct for said areas (see Plan to Correct Policy).

Special Report

A Special Report will be required when a program has been found to have area(s) of noncompliance in the Annual Report.

Commented [AB15]: The Special Report is an interim step demonstrating on-going compliance with the 2020 Conditions. A Special Report will be required when a program has been found to have areas of non-compliance in the Annual Report. This report, together with the expanded Annual Report, helps fulfill the purpose of the previously required Interim Progress Report, allowing for its elimination.



Special Report

Special Report: An interim step demonstrating on-going compliance with the 2020 Conditions. A Special Report will be required when a program has been found to have areas of non-compliance in the Annual Report. This report, together with the expanded Annual Report, helps fulfill the purpose of the previously required Interim Progress Report, allowing for its elimination.



Special Report

Special Report

A Special Report will be required when a program has been found to have area(s) of noncompliance in the Annual Report.

Special Report Submission. Programs submitting a Special Report will provide a narrative and supporting materials to address the area(s) of noncompliance identified in the Annual Report. Special Reports are due June 30.

Special Report Review Process. The Accreditation Review Committee (ARC) will review Special Reports and make a recommendation to the Board of Directors. A primary and secondary reviewer from the ARC will be assigned to each program's Special Report.

The reviewers will determine if the Special Report satisfactorily addresses the area(s) of noncompliance and make one of the following recommendations to be acted upon by the Board:

- Accept the Special Report as demonstrating that the program has satisfactorily addressed the area(s) of noncompliance identified in the Annual Report.

Reject the Special Report and require the program to submit a Plan to Correct addressing any continuing areas of noncompliance (see Plan to Correct Policy).

Commented [AB15]: The Special Report is an interim step demonstrating on-going compliance with the 2020 Conditions. A Special Report will be required when a program has been found to have areas of non-compliance in the Annual Report. This report, together with the expanded Annual Report, helps fulfill the purpose of the previously required Interim Progress Report, allowing for its elimination.



Plan to Correct

Plan to Correct Policy: Updated to provide programs with additional time to prepare their Plan to Correct and **subsequent to receiving feedback from the Board's review of the program's accreditation evidence.** The current version of the Conditions requires programs to submit this report following the site visit but prior to the Board's decision regarding compliance with the Conditions, which precludes an informed response by the Program in preparing a Plan to Correct.



Annual Report, Special Report, & Plan to Correct

Notes:

1. While it eliminates the Interim Progress Report (IPR), it adds the possibility of Special Reports, which are similar and could be asked for on a yearly basis. Both would be reviewed by ARC.
2. The Annual Report form is “streamlined” but also “expanded.” What will it look like?
3. The BoD of NAAB will also offer “ongoing feedback,” adding new responsibilities for them.
4. Because the ARC will review schools’ Annual Reports each year and make recommendations to the Board, which can then ask for a Special Report, schools would now be reviewed ON A YEARLY BASIS, which is very different from eight year accreditation with an IPR if necessary.



Administrative Probation

Administrative Probation Policy: Identifies NAAB's actions for programs that fail to submit required reports, fees, or other required materials, after required deadlines and subsequent reminders.



Administrative Probation

Administrative Probation

As a condition of accreditation, all accredited architecture programs and programs in candidacy are expected to submit all reports, fees, and other requested materials, on or before the indicated deadlines.

Accredited programs and programs in candidacy that do not submit required reports, fees, or other requested materials, after notice, will be placed on Administrative Probation by the NAAB executive director. Administrative Probation is a public action and programs placed on Administrative Probation will be listed as such on NAAB's public website until the Administrative Probation is removed.

Programs on Administrative Probation that fail to submit the required information in response to the notice, will be placed on the agenda for consideration by the NAAB Board at its next scheduled meeting. At that time, the Board will review the program's circumstances and, if the program submitted the necessary report(s) and/or fee(s), will remove Administrative Probation. If the program has not submitted the report(s) and/or fee(s), the Board may revoke accreditation or, if the Board finds extenuating circumstances are present, the Board may extend Administrative Probation. A program can be placed on probation for no more than one (1) year. A program will receive notice of the Board's action within 30 days along with any specific instructions on what report(s), fee(s) and/or materials needed to be submitted and the next steps in the process.

Commented [AB4]: This is a new policy to align NAAB Procedures with current best practices in the accreditation field. This procedure identifies NAAB's actions for programs that do not submit required reports, fees, or other required materials, after due notice.



Administrative Probation

Notes:

1. "...a public action" how is this defined?
2. Listed as on probation on the NAAB website until the probation is removed.



SUMMARY OF MAJOR CHANGES AND POSSIBLE CONCERNS

A new review committee—the ARC—with the power to make recommendations to the NAAB regarding the Annual Report with no input on its membership from ACSA, AIA, or NCARB. No clarity on its size, the balance of ACSA, AIA, & NCARB members, or the qualities that NAAB will look for in these individuals. Invests significant power in the NAAB President.

The Annual Report is now subject to review by the ARC creating a de facto Annual Review in place of the Interim Reports of the past. This can trigger the need for a Special Report.

It is not clear what the new Annual Report will look like or require. Therefore, it is not possible to understand what would trigger the ARC to recommend to the Board that a school is “Out of Compliance.”

The Board of NAAB will also offer “ongoing feedback,” adding a new set of responsibilities for them.



Deadline to respond:
Sunday, October 23rd



QUESTIONS?



DISCUSSION

