

NEW JERSEY INSTITUTE OF TECHNOLOGY

Interim Progress Report for Year Five

Instructions and Template

November 30, 2019

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1. INSTRUCTIONS AND TEMPLATE GUIDELINES

Purpose

Continuing accreditation is subject to the submission of interim progress reports at defined intervals of 2 years and 5 years after an eight-year term of continuing accreditation is approved.

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

1. The program's progress in addressing not-met Conditions and Student Performance Criteria (SPC) from the Interim Progress Report Year 2 review.
2. Progress in Addressing Causes for Concern.
3. Changes or Planned Changes in the Program.
4. Summary of Responses to Changes in the 2014 NAAB Conditions.

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, including detailed descriptions of changes to the curriculum that have been made in response to not-met SPC that were identified in the review of the Interim Progress Report Year 2. Identify any specific outcomes expected to student performance. Attach new or revised syllabi of required courses that address unmet SPC.
2. Evidence of student work is only required to address deficiencies in the following cases: (1) If there are any SPCs that have not been met for two consecutive visits; (2) If there are three not-met SPCs in the same realm in the last visit.
Provide three examples of minimum-pass work for each deficiency and submit student work evidence to the NAAB in electronic format. (Refer to the "Guidelines for Submitting Digital Content in IPRs" for the required format and file organization.)
3. 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.
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 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 report of the Interim Progress Report Year 2.
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). This report shall be due within six weeks of the receipt of this outcome report.
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, thereby shortening the term of accreditation. In such cases, the chief academic officer of the institution will be notified and a copy of the decision 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 shall be submitted through the NAAB's Annual Report System (ARS). As described in Section 10 of the 2015 NAAB Procedures for Accreditation "...the program will be assessed a fine of \$100.00 per calendar day until the IPR is submitted." If the IPR is not received by January 15 the program will automatically receive Outcome 3 described above. Email questions to forum@naab.org.

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.

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 40 pages/20 MBs.
4. Supporting documentation should be included in the body of the report.
5. Remove the #4 "Requirements for the Use of Digital Content in Interim Progress Reports" pages before submitting the interim progress report.

2. EXECUTIVE SUMMARY OF THE TWO MOST RECENT NAAB VISITS: 2014 and 2008

CONDITIONS NOT MET

2014 VTR	2008 VTR
I.2.1 Human Resources & Human Resource Development	None

STUDENT PERFORMANCE CRITERIA NOT MET

2014 VTR	2008 VTR
None	13.9 Non-Western Traditions (M. Arch)
	13.14 Accessibility
	13.20 Life Safety
	13.31 Professional Development

CAUSES OF CONCERN

2014 VTR	2008 VTR
Facilities	Expansion of program
	Communications
	Allocation of Resources
	Financial Resources

3. TEMPLATE

Interim Progress Report Year 5
New Jersey Institute of Technology
College of Architecture and Design
B. Arch [164 undergraduate credit hours]
M. Arch. [45 undergraduate credit hours plus up to 102 graduate credit hours]
Year of the previous visit: 2014

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

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

Name: Branko Kolarevic
Title: Dean
Email Address: branko@njit.edu
Physical Address: Weston Hall,
New Jersey Institute of Technology
University Heights
Newark, NJ 07102

Any questions pertaining to this submission will be directed to the chief administrator for the academic unit in which the program is located.

Chief academic officer for the Institution:

Name: Fadi Deek
Title: Provost
Email Address: deek@njit.edu
Physical Address: Fenster Hall,
New Jersey Institute of Technology
University Heights
Newark, NJ 07102

Text from the IPR Year 2 review is in the gray text boxes. Type your response in the designated text boxes.

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

a. Progress in Addressing Not-Met Conditions

New Jersey Institute of Technology, 2019 Response: Satisfied by Two-Year IPR.

b. Progress in Addressing Not-Met Student Performance Criteria

N/A

II. Progress in Addressing Causes of Concern

New Jersey Institute of Technology, 2019 Response: Satisfied by Two-Year IPR.

III. 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).

New Jersey Institute of Technology, 2019 Response: The New Jersey Institute of Technology's College of Architecture and Design was renamed in the spring of 2019. We are now proud to be the J. Robert and Barbara A. Hillier College of Architecture and Design also called the "Hillier College" and are planning and in the midst of executing many substantial improvements to our physical plant and to our academic and research activities. These new initiatives are being carried out by the Hillier College's new Dean, Branko Kolarevic who assumed the helm from Interim Dean Anthony Schuman who capably led the College for two and a half years when Dean Urs Gauchat stepped down from his quarter century leadership role. The renovation work on our lecture halls, cited as a cause of concern in the 2014 VTR, will commence in early January 2020 and is scheduled to be completed by the beginning of the fall 2020 semester. The design and supervision of the work is being carried out by Marvel Architects of NYC. A College faculty design committee was charged with the task and opportunity to provide feedback and participate in design decisions. We look forward to receiving the NAAB team in the spring of 2022 to show them our new Weston Lecture Halls as well as a new entry and community space sequence on the first three floors of Weston. This next renovation project has just completed scoping and planning. Marvel has been contracted to provide design services as an extension of their work in our Lecture Halls. Dean Kolarevic is in first academic term as the head of the College and is working assiduously to understand the full landscape of challenges and opportunities. Hillier College enrollment improvement in both schools is on the top of his list. We are focused on new initiatives in the School of Art + Design exploring an array of new graduate certificates and Master of Arts degree programs in Digital Design and possibly in Interior Design. The Master of Infrastructure Planning, M.S., Arch and M. Arch are currently under-enrolled and we are considering bolstering graduate student numbers by making our graduate degree offerings available and attractive to part-time students who work full time. There are no concrete documents to share yet but should be produced and reported in the next APR we will send to NAAB at the start of the 2021 fall term. Recent faculty departures since the 2 year Interim Report include:

• Michael Mostoller succumbed to a protracted battle with cancer in the spring of 2017. Michael was a Professor of Architecture for thirty years who won numerous teaching awards and was named a master teacher in 2005. He was loved by his colleagues and students in the School of Architecture. His intellectual leadership in the College was critical over the three decades he spent with us. In 2018, we dedicated a newly renovated reading room in our library to Michael's memory which houses his papers and publications.

• Senior Lecturer in the School of Architecture, Timothy Wood

Retired in the fall of 2018. • Jesse Lecavalier who, starting in the spring of 2019, is a faculty member at the University of Toronto. In addition to installing a new Dean in July, this fall we welcomed Associate Professors Vera Parlac and Hyojin Kim to teach in the School of Architecture. Their CV's are attached. The Hillier College is currently actively searching for a tenure track professor in architecture.

IV. Summary of Responses to Changes in the [2014 NAAB Conditions](#)

New Jersey Institute of Technology, 2019 Response: We will be responding to the changes represented in the ARForum and forthcoming final edits to the 2020 Conditions. The Hillier College will be following the new 2020 Conditions and Procedures during our 2022 visit.

V. **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. Provide three examples of low-pass student work for SPCs in the following cases--if there are any SPCs that have not been met for two consecutive visits, or if there are three not-met SPCs in the same realm in the last visit--as required in the Instructions.*)

New Jersey Institute of Technology, 2019 update:

https://drive.google.com/open?id=0B_KU3UhP0oRLcEZheFIIM0VwWnBxeG52MmpqZFJyOW5NZmpV

https://drive.google.com/open?id=0B_KU3UhP0oRLVDFfQXZfeTY5LUltT3R1aUR5QIEwczJDcTY4

https://drive.google.com/open?id=0B_KU3UhP0oRLMlo0bGxvcGZnR05JLVFHM0RqeHotOUIYMERr

4. Requirements for the Use of Digital Content in Interim Progress Reports

File type

Files must be accessible on multiple operating systems and should not be in an editable form. All static documents, including text and images, must be presented as PDFs. If student work was presented in a video format, videos must be a file type that can be viewed on any machine and operating system.

File size

Individual PDF file size shall be limited to 5MB, per the 2015 *Procedures for Accreditation*. In limiting file size, programs should consider this simple concept: **speed of access is just as important as image quality**. Files and their embedded images should not be slow to load, and downsizing files and images should not be at the detriment of legibility.

Best practices for file size

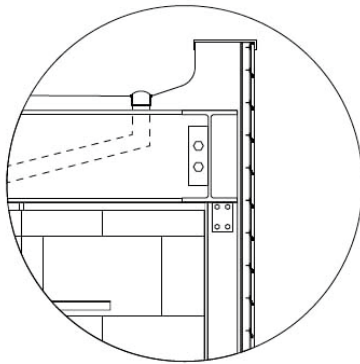
- Photoshop files should be flattened.
- Vector line files should not be rasterized for legibility sake.

Legibility

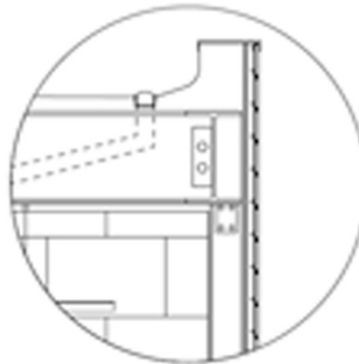
Image legibility and file size go hand in hand. As evidence for accreditation, it is imperative that all images, and enlarged detail images, are legible. Original file format plays a part in this. If an original file is formatted for 8 ½" x 11" paper, a reviewer won't need to zoom in and out as frequently as an original file formatted for 34" x 44". Viewing hardware is also important, as the same file on a small laptop screen will need to be zoomed in and out more often than if it is viewed on two large desktop monitors.

Best practices for legibility

- Can you see the parts and pieces of an image when its blown up on the screen?
- Are large drawings legible if zoomed to see the individual parts?



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



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

Figure 1. Examples of legible and illegible JPEG details

Organizing Digital Content

1. A "base folder" titled "Student Work" will contain all evidence in support of the Student Performance Criteria required for the IPR (figure 2).
2. The base folder will contain one folder for each SPC, labeled "# - Name" (e.g., C.3 – Integrated Design)
3. Individual SPC folders will have three files inside, labeled as follows:

- a. 1_Course Number_Course Title.pdf
 - b. 2_Course Number_Course Title.pdf
 - c. 3_Course Number_Course Title.pdf
4. Each individual PDF should be organized with bookmarks and a table of contents. All evidence required to demonstrate an example of the SPC shall be combined into a single PDF.



Student Work



C.3 - Integrated Design



1_Arch300_Design Studio 3.pdf



2_Arch300_Design Studio 3.pdf



3_Arch300_Design Studio 3.pdf

Figure 2. Digital folder structure for an accreditation visit

The program must provide all student work to the NAAB by zipping the base folder and submitting it through the NAAB's Annual Report System, along with all other required IPR documentation.