Part II (Narrative Report) is the narrative report in which a program responds to the most recent Visiting Team Report (VTR). The narrative must address Section 1.4 Conditions Not Met and Section 1.5 Causes of Concern of the VTR. Part II also includes a description of changes to the program that may be of interest to subsequent visiting teams or to the NAAB. In addition, this part is linked to other questions in Part I for which a narrative may be required. If a program had zero “not mets” in the most recent VTR or was “cleared of future reporting” in subsequent annual reports, no report is required in Part II.

From most recent VTR:

1.4. Conditions/Criteria Not Met

I.2.3 Physical Resources: The program must demonstrate that it provides physical resources that promote student learning and achievement in a professional degree program in architecture. This includes, but is not limited to the following:

- Space to support and encourage studio-based learning
- Space to support and encourage didactic and interactive learning.
- Space to support and encourage the full range of faculty roles and responsibilities including preparation for teaching, research, mentoring, and student advising.

[X] Physical Resources are inadequate for the program

2011 Team Assessment: The woodshop is too small for the number of students it serves. (See additional comments about the woodshop under Causes of Concern, page 1.) Other than the woodshop, there are adequate spaces to support the program. (See additional comments under Progress since the Previous Visit, Condition 8, page 2.)

2011 Narrative Report Response: Following the 2011 team visit, the Department of Architecture, working with the Dean of the College of Engineering, Technology, and Architecture, drafted a report to the Provost to address concerns about safety in the undersized woodshop. A copy of the draft plan of action, dated August 15, 2011, is attached as an appendix to this narrative. The plan identified three actions to be taken:

1. formulate a plan for expanding the woodshop; 2. hire an adjunct professor to serve as a shop monitor to be present whenever the shop is open to students and to deliver a required shop safety course to all architecture students; 3. purchase shop safety equipment to be put in place during the Fall 2011 semester. Results thus far: 1. Alternative plans were developed for the expansion of the shop facilities (a copy of the plan is attached at the end of this narrative report) with the intent to finalize plans and commence construction during the Spring 2012 semester. 2. An adjunct professor was hired as a shop monitor, commencing in the Fall 2011 semester. The shop is now open only when the monitor is present and can be used only by students who have taken and passed the shop safety course. The monitor has delivered a 1-credit required shop safety course during the Fall 2011 semester to 53 students, who have then taken a shop safety exam that consists of 30 multiple-choice questions and 20 true/false questions.
Students must achieve a score of at least 90% to pass the course. All but 2 students have done so, and have signed a release form that states that they have taken and passed the shop safety course. 3. A dust collection system was installed on equipment during Summer 2011 and the shop was cleaned and reorganized. Thus far during the Fall 2011 semester, the following safety equipment has been purchased for the shop: a guard kit for the saw ($117.34); a JDS Air Filtration unit ($379.99); and safety glasses ($29.45).

**II.1.1 Student Performance Criteria:** The SPC are organized into realms to more easily understand the relationships between individual criteria.

**B. 11. Building Service Systems Integration:** Understanding of the basic principles and appropriate application and performance of building service systems such as plumbing, electrical, vertical transportation, security, and fire protection systems.

[X] Not Met

**2011 Team Assessment:** There is little evidence of the integration of building service systems in ARC 513 – Advanced Building Systems. There is also no evidence of vertical transportation, security, or fire-protection systems in the student course work.

**2011 Narrative Report Response:** Following the 2011 team visit, the Graduate Program Director informed the instructor of ARC 513 – Advanced Building Systems that the course needs to address the integration of building service systems, as well as consider vertical transportation, security, and fire-protection systems. The instructor will include these items in the course syllabi and assign student work to determine the student’s understanding of basic principles and appropriate application and performance in these additional areas.

**II.4.1 Statement on NAAB-Accredited Degrees**

*In order to promote an understanding of the accredited professional degree by prospective students, parents, and the public, all schools offering an accredited degree program or any candidacy program must include in catalogs and promotional media the exact language found in the 2009 NAAB Conditions for Accreditation, Appendix 5.*

[X] Not Met

**2011 Team Assessment:** Evidence of this statement is on the home web page for the graduate program in architecture and in the graduate program’s catalog. However, it is not present in the e-brochure that is downloadable from the website. It is also not present on the web page for graduate programs that are accessible through the graduate studies website. The department is currently revising its promotional materials, where this statement should be located.

**2011 Narrative Report Response:** Following the 2011 team visit, the full statement on NAAB-accredited degrees was included on the downloadable e-brochure (a copy of the cover page is included in this narrative report’s appendix) and on the web page of the graduate studies website.

**1.5. Causes of Concern**

**2011 Team Assessment:** Woodshop: The woodshop does not have a dedicated staff person to manage the shop and insure the safety of the students. The space is small
and poorly maintained. Ventilation of the space continues to be grossly insufficient. Working conditions in the woodshop are unsafe. The dust collection system is inadequate. An electrical conduit, condensate piping, and dust collection “duct” run fully exposed over the floor directly next to the table saw. This is hazardous for all who traverse this area. Moreover, because so few tools are available in the small woodshop, power tools are being used in the studio itself, and their use is not sufficiently monitored. Their presence there is hazardous and a nuisance. Placement of the computer lab adjoining the woodshop is clearly undesirable as dust, noise and traffic compromise computer usage. The college plans to complete an upgrade to the ventilations system over the 2011 Summer Break. Dean Manzione also notes that arrangements could be made so that the architecture students could use the engineering woodshop that is located close by and is fully equipped and staffed.

**2011 Narrative Report Response:** Please see response to Conditions/Criteria Not Met under **Section I.2.3 Physical Resources** (above). Power tools are not permitted in the studio space.

**Appendix materials that follow the Narrative Report:**

“Remediation Plan for Architecture Wood Shop”
“Alternative Plans for Woodshop Expansion”
University of Hartford Master of Architecture e-brochure cover page
August 15, 2011

Remediation Plan for Architecture Wood Shop

The NAAB Accreditation Team cited the Architecture Wood Shop for several deficiencies in an otherwise positive review where the program met an unprecedented number of criteria with distinction. The citations against the wood shop were made in the final public report to the students and faculty as well as the department’s administration team (Dean, Provost, and President). The issues that were identified include:

1) The shop is too small for the number of students that it serves
2) Shop has excessive wood dust and insufficient ventilation for the equipment it houses.
3) The shop is unsafe with inadequate monitoring of students working with power tools
4) There are a number of tripping hazards and other safety concerns stemming from overcrowding and overuse

Meetings to address these concerns were held immediately after the NAAB team departed in April 2011. A temporary solution was developed. The technician that supports the UT Machine Shop, Mr. Ray Miller, was assigned to improve the safety practices and the housekeeping of the Architecture Wood Shop, and to monitor the shop, and to work with the students while they completed their end of the semester projects through May 2011. Discussions among the program administration including Department Chair Michael Crosbie, CETA Associate Dean Hisham Alnajjar, and CETA Dean Lou Manzione, were conducted since then to craft a final plan to address the NAAB citations. There is agreement that given the seriousness of the NAAB citations, the shop should not be open for student use in the Fall 2011 semester if their publicly stated concerns are not addressed adequately. The following is the proposal that was drafted at a final meeting on August 1, 2011.

A. We will expand the size of the shop by adding the two adjacent rooms to the wood shop facility, to be renamed the Model Fabrication Shop. The current shop is Room HJG W105. We will clear and dedicate the equally sized HJG W106 for a model assembly and small tool working area. This is expected to be a minimal sawdust area and would eliminate the need for much of the work bench space in the original wood shop. This area is large enough to allow the addition of equipment such as an automated laser cutter.

B. We will clear and add the room HJG W104 to the Model Fabrication Shop. This room would be well suited for a 3D rapid prototype machine and the secondary operations on the 3D printed models including attachment of rapid prototype parts to other models in progress.

C. We will work with facilities to estimate and engineer a properly sized ventilation system that would provide snorkels to collect the sawdust from all the dust-generating equipment in the original wood shop (HJG W105). While this major remodeling and retrofitting is under consideration, we will obtain and install all of the sawdust containment facilities for the remaining dust generating equipment. Several of the band saws and table top saws are missing their dust collection bags, and the large vacuum attached to the table saw was not properly configured for dust collection.
D. We propose a solution to have the students trained to safely use the new three room Model Fabrication Shop, and to provide appropriate close monitoring of all student work and the overall housekeeping in the shop. The shop would only be open to students when monitored by a qualified instructor. To achieve this we propose to:

1. Hire an adjunct faculty member with the role of “Shop Safety Adjunct“ to create and deliver a new one credit course on “Model Shop Safety” that will be given to 5 sections of students in both the fall and spring semesters (compensation of $5,500 in the fall and $5,500 in the spring; based on $1,100 per credit). This will provide 5 hours a week of training and monitoring throughout the academic year.

2. Hire the same adjunct to work on special projects in the Model Fabrication Shop including monitoring the model shop for proper safety and housekeeping, and helping students in constructing their models for an additional 20 hours a week with a compensation of $7,000 per semester (this is equivalent to the meeting time of almost two 4-credit studio courses).

3. Assign the UT Hall machine Shop Technician to work there 1 day per week for 1-5 pm.

4. Close the Model Fabrication Shop whenever monitors are not in place.

Based on the above; the shop will be open for 30 hours per week with the proper instruction and monitoring provided by the Shop Safety Adjunct and the CETA Machine Shop Technician. The total compensation for the adjunct will be ($11,000 for delivering 10 sections of the one credit Model Shop Safety a year + $14,000 for special projects in the Model Fabrication Shop at $7,000 a semester). The total annual compensation would be $25,000.

E. Each student wanting to use the Model Fabrication Shop would be required to take the Shop Safety Course in their first two years of study. We will draft a statement that students will sign that they have received safety training, and they agree to abide by the safety policy of the Shop. The policies will be posted on the front door of the HJG W105 room.

F. We believe that this solution is the least costly one and would address the NAAB Accreditation Team concerns about the Architecture Wood Shop.
The Department of Architecture at the University of Hartford is a diverse community of practitioners, teachers, and students dedicated to educating future architectural professionals and growing the knowledge base of the profession. Our commitment is to engage architecture in its civic, social, and professional realms for the ultimate benefit of the built environment and those who use it.

In the United States, most state registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit U.S. professional degree programs in architecture, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted a 6-year, 3-year, or 2-year term of accreditation, depending on the extent of its conformance with established educational standards.

Doctor of Architecture and Master of Architecture degree programs may consist of a pre-professional undergraduate degree and a professional graduate degree that, when earned sequentially, constitute an accredited professional education. However, the preprofessional degree is not, by itself, recognized as an accredited degree.

The University of Hartford Department of Architecture offers the following NAAB accredited degree program:

Master of Architecture (Prerequisite + 64 credits required)

Next accreditation visit: 2017