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February 7, 2011

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Academic Affairs

Mary Sterling, MA
Coordinator Interior Design Program
INDIANA STATE UNIVERSITY (Under Review)
318 North 6th Street
Interior Design Program
Terre Haute, IN 47809

Dear Mary,

Included in this letter is your certificate to acknowledge our partnership for you to display and a copy of the NKBA Verification Visiting Team report.

Due to the recent change in college, proposed revisions to the curriculum and faculty vacancy, an interim report indicating revisions in curriculum is due May 31, 2012 to include the following:

- Follow up to the opportunities for curriculum improvement
- New Interior Architecture Design Program schedule of courses Form B part 2
- Course syllabi and weekly schedules from newly created or revises courses
- Resume of new full-time faculty member
- Follow up on completed faculty development related to K&B

An interim verification visit by December 31, 2012 will be required to continue the five-year accreditation commencing from September 2009, to be expired in 2014. Note, please be aware that Indiana State University will be required to pay the \$799 Verification fee for the interim visit.

The National Kitchen & Bath Association thanks you and your faculty for helping to educate students to become the finest professionals in the kitchen and bath industry.

Keep up the great work!!!
Sincerely,

Sherylin Doyle, AKBD
NKBA Manager of Academic Relations

Enclosures:
Certificate of Accreditation
Accreditation Assessment



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NKBA Verification Visiting Team Report
Probation Visit for Indiana State University
December 22, 2010

The Verification Team returned to Indiana State University a year after the original visit which resulted in an issuance of a Probation status. The Association has valued the long standing partnership with Indiana State University since the original endorsement in September 2000. The team acknowledges the challenges that the Interior Design program has incurred over the past year including a move from the College of Arts and Sciences, Department of Family and Consumer Sciences to the College of Technology, the Department of the Built Environment Department. Associate Professor and NKBA Coordinator Mary Sterling should be commended for her determination to revise the curriculum to meet the accreditation standards, despite the challenges that arise with changes to the organizational structure.

The same team consisting of peer reviewer Dr. Phyllis Markussen, CKE, CBE, from the University of Nebraska, Kearney campus and staff member Sherylin Doyle, AKBD, revisited the college. The team was pleased with the comprehensive display of learning material, teaching notebooks, and student work. The team this year observed the following general strengths:

- Cooperative administration
- New organizational structure to include new facilities for fall 2011
- Prospect of new design/lighting studio
- The possibility of synergy with the proposed collaboration to develop coursework and curriculum
- Application of principles and elements of design
- Materials coursework

Meeting with Administration

Associate Dean, Jeff McNabb, Ph.D. informed the team that renovation of the building will begin January 1st. The anticipated completion date is July 1, 2011. The renovated space will include classrooms and studio space for the Interior Architecture Design which has recently been added to the Department of the Built Environment. The design studio will include a gallery, critique room, and resource library spaces. There will be one shared drafting lab. The administration is hoping to build synergy between Construction Management and Interior



Architecture Design. Associate Dean McNabb stated that there will be a replacement tenure track position in Interior Architecture Design.

Dean Sims informed the team that there is a search to replace Juan Jurado, the Assistant Professor and only full-time professor besides Mary Sterling. Mr. Jurado is leaving the school at the end of the fall term. The team inquired about marketing efforts to promote enrollment in Interior Architecture Design. The Dean informed the team that faculty is responsible for marketing the program. However, the college is responsible for designing marketing materials. In addition to the marketing brochure, the Director of Student Services position helps faculty market the program by identifying opportunities for faculty to market to prospective students. He confirmed that the revisions to Interior Architecture Design will need to be discussed with the entire department. A conversation about the importance of experiential learning as indicated on the university strategic plan and mission statement occurred. Dr. Markussen said that her university moved to a new model where one staff position handles all the internships.

The application included letters from both Dean Sims and Associate Dean McNabb stating their support for the accreditation and the delegation of resources to complete the requirements for accreditation. The letter stated that the college is aware of the mandatory attendance for the coordinator to the Accredited Programs Meeting at the Kitchen & Bath Industry Show (KBIS) once every three years. Professor Sterling is due to attend in April 2011. Her last attendance was in 2008.

Curriculum Review

After a careful review of the display in private, the team met with faculty members. Sherylin Doyle explained that the purpose was to identify outcomes of success that may not appear in the materials that were submitted. As well as verify the implementation of the new NKBA reference materials, and ensure that all NKBA competencies are met. Each of the following educators reviewed their course with the evaluators: Mary Sterling, Juan Jurado, and Jessica Simmons.

The following required accreditation competencies listed in Assessment Form B – Part I. The NKBA body of Knowledge, were met with strength:



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Construction Systems

No. 1. Demonstrates understanding of organizations that regulate housing, energy efficiency, and dangerous materials

No. 5. Demonstrates application of electrical symbols, and specifies appropriate amounts and types of light.

Design

No. 5 .Demonstrates knowledge of color theories and how color relates to space.

No. 6 . Demonstrates design solutions using the elements and principles of design to satisfy aesthetic criteria.

No. 8. Demonstrates application of human anthropometrics to design solutions

No. 11. Demonstrates knowledge of principles of sustainability to protect the public's health, safety and welfare in Kitchen and Bath Projects

Business Management

No. 3. Demonstrates understanding of the NKBA Code of Conduct, ethical standards of business conduct and professional service to ensure public confidence

No. 7. Demonstrates knowledge of processes to communicate with the client in oral, written and visual presentations through various project stages

The following outcomes met the requirements of accreditation:

Construction Systems

No. 4. Demonstrates application of electrical systems, lighting terminology, and types of light.

Design

No. 2. Demonstrates proper use of drafting equipment, metric and imperial scale applications and measuring techniques per NKA recommendations.



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No. 3. Demonstrates competency in producing drawings using NKBA in producing drawings using NKBA Graphic and Presentation Standards to convey the design solution clearly

No. 4. Communicates the design solution by developing a written and oral design statement to substantiate the project to the client

No. 9. Evaluates client needs and incorporates them in the design solution

K&B Product Knowledge

No. 1. Demonstrates knowledge of cabinetry styles, types, construction methods, materials, sizes, hardware and nomenclature

No. 3. Demonstrates competence in reading, ordering, and selecting materials from specification sheets for kitchen and bath products as related to cost, size, client needs, energy, safety, and design

No. 4. Demonstrates skill in identifying sources for new products and technologies.

Business Management

No. 5. Demonstrates application of organizational skills necessary to bring projects from initial contact to successful completion

No. 9. Demonstrates knowledge of general business principles such as the process to form a business, basic accounting and record keeping, human resource management, and marketing

Decision, Recommendations, and Comments.

Comments

During the 2009 visit the team identified several opportunities for improvement in the Bachelor of Science degree in Interior Design. These opportunities included: (a) more consistency in instruction of NKBA competencies; (b) multiple exposures to the NKBA materials; and (c) additional opportunities for application of the NKBA body of knowledge needs to be incorporated into the program. It

was recommended that there be a better integration of the NKBA Professional Resource Library into the curriculum.

One key factor to a successful visit is good documentation of student learning including evidence of learning inputs such as well defined syllabi, course outlines, lesson plans, lecture notes, tests, and evidence of student learning outcomes with assessment. Several changes were instituted since the last visit. It was evident the display was more comprehensive than the visit in 2009. With the move to a new college, pending revisions to the curriculum and departure of one of the two full-time professors it is too early to determine, if the school was successful in creating more consistency in instruction of the NKBA competencies, multiple exposures and additional opportunities for application of the NKBA body of knowledge. However, as found in the display the school was successful in meeting the minimum level for accreditation for each of the four domains: Construction Systems, Design, Kitchen and Bath Products, and Business Management.

The team found that the following recommendations for faculty from the 2009 report were addressed in the new display by delineating individual courses that correspond to k&B competencies on *Form B Part 1*, defining learning outcomes related to K&B on syllabi and including NKBA related activities on weekly schedules:

- Review the objectives and competencies addressed in each course to include the information found in the NKBA Professional Resource Library
- Define learning outcomes to reflect NKBA required competencies on syllabi
- Revise the syllabi to reflect and support individual learned competencies in greater detail
- Revise weekly schedules within the syllabi to include assignment dates, topics, and projects in greater detail
- Evaluate the curriculum as related to scope and sequence of coursework from introductory to complex, narrow the scope of student learning objectives indicated on syllabi, and implement additional kitchen and bath projects and assessments
- Increase awareness of contents of NKBA Professional Resource library by faculty members

Evidence that these opportunities were addressed by faculty is needed:

- Identify faculty members that have knowledge of kitchen and bath competencies to teach kitchen and bath design or increase faculty
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- members expertise through attendance at national and local educational events, professional development courses and earning NKBA Certification
- Recommend summer internship to accommodate students on a yearly basis versus bi-annual and expand venue for students to complete an NKBA internship under supervision of Kitchen and Bath Industry Professionals
- Increase support and knowledge of the NKBA requirements by faculty members
- Increase enrollment

The team found that the following recommendations for faculty from the 2009 report were addressed in the new display. It was evident that there was more preparation for the visit by faculty members and annual submissions for 2010 were timely.

Recommendations for Administration

- Support release time for preparation for accreditation visits and annual submission requirements.

Evidence that these opportunities were addressed by administration is needed:

- Provide opportunities for increased faculty development. NKBA provides matching funds in the form of full conference registration for the coordinator and one faculty member. NKBA provides matching funds in the form of registration for NKBA in-person Professional Development courses. NKBA urges the administration to provide matching funds for travel to these events.
- Support and recognize faculty that have expertise necessary to teach NKBA materials in annual review processes.

Decision

After review of the curriculum, the verification team has determined that the Bachelor of Science degree in Interior Architecture Design ***has met*** the requirements for accreditation. Due to the recent change in college, proposed revisions to the curriculum and faculty vacancy, an interim report indicating revisions in curriculum is due May 31, 2012 to include the following:

- Follow up to the opportunities for curriculum improvement
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- New Interior Architecture Design Program schedule of courses Form B Part 2
- Course syllabi and weekly schedules from newly created or revised courses
- Resume of new full-time faculty member
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An interim verification visit by December 31, 2012 will be required to continue the five-year accreditation commencing from September 2009, to be expired in 2014.

Please note beginning January 1, 2011 fees for re-accreditation will increase to \$399 and a verification visit fee to cover travel expenses of \$799 will be implemented.

The required accreditation competencies listed in *Assessment Form B – Part I. The NKBA Body of Knowledge* that did not meet the requirements of accreditation identified by the visiting team and can be found in the Appendix.

Recommendations for Curriculum Improvement

The following opportunities for curriculum improvement were identified:

- Development of new curriculum structure; incorporate a variety of kitchen and bath projects that progress in complexity i.e. K&B class early on that requires understanding and applications of K&B guidelines (as applied in 251). Advanced Kitchen & Bath projects late in the curriculum that requires application of guidelines integration of systems, materials, codes, construction systems in complex kitchens and baths within large residential settings (352) i.e. high rise, large luxury residences (452 subject to individual student choices), historical preservation (352) or other (451 subject to type of healthcare facility).
- Incorporate coursework in construction systems, HVAC, and the impact on these walls, floors, ceiling and building systems on design solutions
- Introduce evidence based design strategies; the research i.e. conduct research on kitchen and bath issues and assess integration of the research in project solutions



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- Introduce coursework on selection of equipment, appliances and fixtures based on performance characteristics and assess selection in project solutions
- Introduce coursework in kitchen and bath on estimating project costs: to include kitchen and bath cabinetry ordering, costing, pricing, etc.
- Introduce coursework in installation procedures of cabinetry, appliances, and materials related to kitchen and bath projects
- Introduce coursework on implications of alterations of construction materials and systems related to cost, structure and design
- Strengthen business management coursework
- Integrate NKBA Professional Resource library throughout the curriculum
- Engage faculty in Professional Development related to kitchen and bath instruction

Recommendations for Administration

The following recommendations were identified by the visiting team for consideration by administration:

- Address in the future, the opportunities identified in 2009
- Contract a consultant that has knowledge of NKBA Standards and the accreditation process

Comments

The following assignments were identified as unique and valuable teaching tool and should be submitted to be presented at the Educators' Meeting at KBIS:

- Professional Organizations assignment
- Cabinet Photography at field trip



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Appendix

The following required accreditation competencies listed in Assessment Form B – Part I. The NKBA body of Knowledge, did not meet the requirements of accreditation:

Based on the assessed competencies, the following recommendations for Indiana State University to strengthen student’s knowledge of kitchen and bath design are presented:

Construction Systems

No. 2. More evidence needed to demonstrate understanding of the building envelope.

No. 3. Recommendation: More evidence. No formal evidence of inputs. Current design competition provided opportunity to discuss altering. Need to incorporate lessons to reflect learning outcome.

No. 6. More evidence needed on application and selection of ventilation equipment for the kitchen and bath according to codes and NKBA Planning Guidelines. Consider use of the 1 hour recorded webinar on Venting Kitchens & Baths with assessment.

No. 7. More evidence needed; add assessment to recognize the implications of altering the mechanical systems as related to the cost, structure, and design

No. 8. Recommendation: review and incorporate lesson on installation of cabinetry from Project Management volume. Include terminology.

Design

No. 1. Recommendation: Integrate the kitchen and bath enlarged plans into the architectural drafting class. Include assessment of students’ knowledge to identify space available for cabinetry.



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No. 2. Competency met; however, further recommendation: test students knowledge individual of reading a tape measure in class. More instruction needed on how to measure a kitchen and bath. Provide a handout on measuring. For handout see K&B Drawing and kitchens.com

No. 7. Recommendation: implement assignment to have students identify historical styles and current K&B trends.

No. 10. More evidence needed to demonstrate teaching and application of the NKBA Kitchen and Bath Access Standards. Recommendation: Implement an application of NKBA Access Standards and the relationship of these to Universal and ADA concepts. Utilize the checklist on page 462 in Kitchen Planning to show relationship.

No. 12. Recommendation: Develop a stronger foundation of kitchen guidelines. Quiz students on the NKBA Planning Guidelines and implement guideline checklists.

K&B Product Knowledge

No. 2. Recommendation: More evidence of why students choose materials. Introduce general concepts about appliances. Incorporate more information from the K&B Product book.

Business Management

No. 1. Met competency; however, further recommendation: Add complete set of NKBA forms with ID forms in FCS 458

No. 2. Recommendation: Incorporate strategies for various team structures, e.g. allied professionals, design team, and installation team. Add information on these teams from the K&B Project Management volume.

No. 3. More evidence needed. Implement case studies on ethics, tests, and class exercises

No. 4. No evidence to demonstrate ability to resolve conflicts that may surface during execution of the contract to successful completion. Add more information from the Project Management volume to help resolve conflicts such as expectations of the remodel, cabinetry flaws, working with fellow professionals.



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No. 5. Met competency; however, further recommendation; explain to students the purpose of the business management forms to document and organize the project (e.g. the change order form). Implement application of organization for a K&B project

No. 8. More evidence needed.