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COLEGIO DE INGENIEROS Y DE  
ARQUITECTOS DE COSTA RICA


# SELF-EVALUATION GUIDE

Presented by:

Name of the Higher Education Institution:


Program Name and Academic Degree:

Date:

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## General Instructions

- This guide complements the Accreditation Manual, so the manual and its glossary must be taken into account at all times.
- The information provided must be clear, accurate, complete, and truthful.
- The terms and concepts used must be aligned with those in the Accreditation Manual. If any other is used, its definition must be attached.
- Additional pages may be added to complete the tables or to submit the information requested, being careful to keep the numbers and corresponding descriptive titles.
- Only the requested information should be attached. If any other information is considered appropriate, it can be presented to the visiting team.
- It is expected that the completion of this self-evaluation is an opportunity for dialogue, understanding, and improvement.

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## 0. General Information of the Institution and the Program

0.1 Name and postal address of the higher education institution

0.2 Name and title of the highest authority of the higher education institution

0.3 Title, name, CFIA ID or professional license number, e-mail address of the dean (or equivalent)

0.4 Title, name, and e-mail address of the person responsible for organizing the visit

0.5 Title, name, CFIA ID or professional license number, e-mail address of the person responsible for the program, its director or equivalent.

0.6 Program Authorization Agreement


- Indicate the number of the agreement and the date of authorization of the program.

0.7 Academic Degree and Title

- Indicate the title and academic degree offered, options, emphases, and others, if any.

0.8 Graduate Cohorts

- Indicate the date of graduation of the first cohort of the program and number of graduates.

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# 1. Curriculum (Curricular Content)

## A. General Aspects

### 1.1 Commitment to Continual Improvement

- List the actions related to planning, implementation, verification, and correction made for improvement in the provision of services and for achievement of the graduate attributes.

### 1.2 Curriculum Orientation

- Transcribe the mission, vision, and general objectives of the program.
- Explain the efforts undertaken for making these aspects known to the public and aligned to institutional purposes.


## B. Academic - Professional Profile

### 1.3 Graduate Attributes

- Explain the institutional and departmental or school efforts to incorporate the graduate attributes into the educational process.
- *Report the curriculum mapping academic attributes, which indicate in what subject, what academic cycle, a particular attribute is developed or evaluated and the corresponding level (initial, intermediate or advanced), tools, and indicators developed to verify of each of the attributes, as well as the results of its application*

### 1.4 Curriculum Structure

- List the development themes or thematic areas of the discipline in the curriculum.
- List the "common core" courses.

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- List the optional or elective courses in the curriculum.
- Copy the "curricular map".

### 1.5 Curriculum Compliance and Level

- Indicate the means or control mechanisms used to ensure that all students who graduate from the program meet the curricular content.
- Present the policies and procedures for admission and recognition of previous studies or transferred courses.

### 1.6 Program Duration

- Indicate the total duration (time for faculty - student interaction) in curriculum accreditation units in the different emphases or graduation options.

Minimum Curriculum Components: 1.7, 1.8, 1.9, 1.10, 1.11, 1.12 y 1.13

Curricular Category		Accreditation Units (AU)
1.7	Mathematics (MT)	
1.8	Natural sciences (NS)	
1.9	Mathematics and natural sciences combination (MT + NS)	
1.10	Engineering sciences (ES)	
1.11	Engineering design (ED)	
1.12	Engineering sciences and engineering design combination (ES + ED)	
1.13	Complementary courses (CC)	

1.7, 1.8, 1.9, 1.10, 1.11, 1.12 y 1.13

### Breakdown of Accreditation Units by Course

Course	MT	NS	ES	ED	CC	Total AU
1.						
2.						
...						
n.						



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### **1.8, 1.10, and 1.11 Laboratory and Field Experiences**

- List and explain the laboratory and field experiences carried out to complement the theoretical aspects of natural sciences.
- List and explain the laboratory and field experiences carried out to complement the theoretical aspects of engineering sciences.
- List and explain the laboratory and field experiences carried out as part of training in engineering design.
- **A sample of the laboratory reports and field activities must be available during the visit.**

### **1.10 Contents of Other Professions**

- List the contents of other professions included in the program.


### **1.10 and 1.11 Modern Engineering Tools**

- Explain how modern engineering tools are incorporated into the training process in engineering sciences and engineering design.

### **1.9, 1.10, and 1.11 Safety Principles, Standards, and Procedures**

- Describe the safety principles, standards, and procedures used in the natural science laboratories.
- Describe the safety principles, standards, and procedures used in engineering science laboratories.
- Describe the safety principles, standards, and procedures used in training in engineering design.
- A sample of the safety regulations must be available during the visit.



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### **1.11 Significant Design Experience**

- Detail the significant design experience with which the learning process concludes and how the supervision is carried out.
- A sample of the designs made by students must be available during the visit.

### **1.13 Complementary Courses**

- List the general contents of the complementary courses and the corresponding subjects.

### **1.14 Final Graduation Project**


- Describe the graduation modalities used in the program, requirements and formalities that must be met.
- Explain how research elements and the significant design experience are incorporated into the different graduation modalities.
- A sample of the graduation papers must be available during the visit.

### **1.15 Instruction in Safety Principles, Standards, and Procedures**

- Explain the actions taken for the preparation on safety principles, standards, and procedures for students in particular and for the academic community in general.

## **C. Curriculum SWOT Analysis**

- List the main program strengths, weaknesses, opportunities, and threats with respect to the curriculum.
- Briefly mention the improvement actions proposed to overcome the weaknesses, mitigate the threats, maintain the strengths, and take advantage of the opportunities.

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## 2. Faculty


### A. General Characteristics

#### 2.1 Organizational Climate:

- List the policies and actions developed to favor quality, morale, and commitment of the program faculty.
- List the main quantitative and qualitative results of the policies and measures taken to promote the quality, morale, and commitment of the program faculty.
- Explain the use given to the above results to encourage continual improvement, and how this is disclosed to the institutional community.
- A sample of the tools used to assess the organizational climate, the results obtained, and the means to make them known to the academic community must be available for the visiting team's review.

#### 2.2 Number of Faculty Members

- Indicate the total number of faculty members in the program.
- Show the percentage of faculty members in the program linked to courses with major contents of engineering sciences or engineering design who work full time.
- Duly justify the previous information.
- Show the percentage of faculty members in the program linked to courses with contents mostly related to mathematics and natural sciences who work full time.
- Duly justify the previous information.

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### 2.3 Teaching Career

- Explain the ranks of educational categories used in the institution and how this applies to the faculty in the program.

### 2.4 Faculty Council (or Equivalent Body)


- Indicate the periodicity of meetings of the faculty council and how follow up and enforcement of the agreements reached is implemented.
- The book of minutes of the faculty council meetings must be available to the visiting team.

### 2.5 Authority and Responsibility over the Program

- Explain to what extent the faculty council has authority and responsibility for the academic aspects of the program. If appropriate, submit an affidavit.
- Express how the independence of the faculty is ensured with regard to academic aspects of the program and of the institution's administration.


### 2.6 Curriculum Committee

- List the faculty members that comprise the curriculum committee, how long they have been members, ID or professional license of CFIA or the relevant professional association.
- List the actions of this committee to ensure that the curriculum and the course syllabi are kept current and how they are adjusted to achieve the graduate attributes.

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### 2.7 Faculty Work Load, 2.8 Research, innovation and Community Outreach

Teacher's name: Courses mostly dealing with engineering sciences and engineering design	Type of contract: Full time (FT), part-time (PT), Number of hours	Number of courses/students attending	Percentage of time spent teaching classes	Percentage of time spent on student meetings, academic counseling, and lesson planning	Percentage of time spent on research projects	Percentage of time spent on innovation projects	Percentage of time spent on community outreach projects
1.							
2.							
..							
n.							

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## 2.8 Research, innovation and Community Outreach

- Indicate the strategies and actions used by faculty members to incorporate the results of their own research or that of others in their teaching.
- Report how the research skills and student participation in community outreach activities is encouraged.

## 2.9 Performance Evaluation


- A sample of the faculty evaluation instrument must be attached.
- Explain how the views of students and of the school management are taken into account in faculty evaluation.
- Indicate the frequency used in the application of the faculty evaluation instrument.
- Explain the specific actions that are used if faculty evaluation results are less than satisfactory.

## 2.10 Job Stability

- Describe the faculty recruitment model and how it ensures the permanence in the program of the best qualified faculty members.
- Report the percentage of faculty members with tenure or equivalent.
- Report the turnover percentage in the last 3 years.

## 2.11 Continuous Education

- Describe the faculty's continuous education program.
- Report the percentage of faculty participation in the continuous education program.

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Faculty member's name:	Continuous Education Program at a University Level Course Title, Institution, Year, Duration			
1.				
2.				
...				
n.				

### 2.12 Commitment to Continual Improvement

- Show the faculty members' performance charts for recent years.

### 2.13 Commitment to the Profession and Teaching


- List the activities performed by faculty members to support extracurricular activities related to the program.
- Specify the activities performed by faculty members to raise awareness among students about the importance of joining CFIA or the relevant professional body and the associated ethical commitment.

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## B. Academic Qualifications

### 2.14 Academic Background. 2.15 Academic Production.

Faculty member's name:  Courses mostly dealing with engineering sciences and engineering design	Highest academic degree obtained, year, and institution			Recent publications: Bibliographical information of the publication
1.				1. ... n.
2.				
...				
n.				

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## 2.16 Teaching Experience in Higher Education


Faculty member's name:	Years of experience in teaching at the university level	University where he/she taught
1.		
2.		
...		
n.		

## C. Professional Qualifications

### 2.17 Membership. 2.19 Membership in Professional Associations and Technical Committees

Faculty's name: Full time and part time courses devoted to courses mostly related to engineering sciences and engineering design	Year of incorporation at CFIA or professional associations	CFIA or corresponding professional association ID	Professional associations, technical committees to which faculty belongs or certification period
1.			
2.			
...			
n.			



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## 2.18 Professional License and Good Standing


A current certificate, issued by CFIA's Registration Department or the appropriate professional body must be presented as evidence of membership for all faculty members in the program that teach subjects mostly dealing with engineering sciences and engineering design.

## 2.20 Continuous Education

Faculty member's name: Full time and part time courses dealing mostly with engineering sciences and engineering design	Continuous Education Programs, Courses, or Activities	Location, Type of Activity, Year, Duration			
1.					
2.					
...					
n.					

## 2.21 Professional Experience

Faculty member's name: Full time and part time	Years of Professional Experience	Company or professional accountability on projects
1.		
2.		
...		
n.		

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## D. SWOT Analysis: Faculty

- List the main strengths, weaknesses, opportunities, and threats of the program related to faculty.
- Summarize the improvement actions proposed to overcome weaknesses, mitigate threats, maintain strengths, and capitalize on opportunities.

## 3. Infrastructure


### A. Buildings

#### 3.1 Emergency Response

- Explain the plans and protocols that are used for emergencies and contingencies.
- Indicate the means used so that plans and protocols are disclosed to the users of the buildings.
- Indicate the measures that are used to verify the effectiveness of plans and protocols that are used for emergencies and contingencies.
- A sample of the documents with plans and emergency protocols must be available when the evaluation team visits the different buildings.

#### 3.2 Classrooms

- Perform a general assessment of classrooms and furniture used by the program, regarding quantity, physical conditions, accessibility, space, comfort, environment, occupational health and safety, and environmental hygiene.

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### **3.3 Laboratories and/or Workshops:**

- Perform a general assessment of laboratories, workshops, and furniture used by the program (both related to natural sciences and to the development of engineering science and engineering design activities); refer to the amount, physical conditions, accessibility, space, comfort, workstations, environment, occupational health and safety, and environmental hygiene.
- Indicate the measures taken for faculty, students, and support staff to know the provisions and procedures concerning occupational health and safety and environmental hygiene when using laboratories, workshops, equipment, and materials.

### **3.4 Computer labs:**

Please comment on the policies of use and schedule hours, as well as furniture, physical conditions, accessibility, space, workstations, environment, occupational health and safety, and environmental hygiene.

### **3.5 Sports and Cultural Facilities, Cafeteria & Library**


- Mention if the institution has these facilities or provides access to them through agreements, leasing contracts, loans, or other.
- Indicate the condition of these facilities and how the wellbeing of the academic community is favored.

### **3.6 Faculty Offices**


- Indicate the arrangements for faculty offices and how these are conditioned to facilitate lesson planning, student meetings, and other activities related to engineering education.

### **3.7 Library**

- A general assessment of library facilities, referring to the amount, physical conditions, accessibility, space, workstations, environment, occupational health and safety, environmental hygiene, and furniture must be prepared.

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- Specify opening hours for students, faculty, and the general public.
- Specify if there are dedicated spaces for individual and group study and conferences.

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- Specify the options for users to access collections, remote documentation centers, virtual or online libraries, and the internet.

### **3.8 Facilities for Administrative and Support Staff**

- Perform a general assessment of the facilities for the administrative and support staff, referring to the amount, physical conditions, accessibility, space, workstations, environment, occupational health and safety, environmental hygiene, and furniture.

## **B. Equipment**

### **3.9 Audiovisual Resources**

- State the quantity, availability, and condition of the audiovisual resources.

### **3.10 Laboratory or Workshop Equipment**

- Refer to the number, variety, and condition of the laboratory or workshop equipment, including safety equipment and measuring instruments.

### **3.11 Computer Equipment**

- State the quantity and condition of computer equipment, as well as how modern they are, including an account of the main peripheral resources available, connectivity facilities, and Internet access.


### **3.12 Administrative and Support Staff Equipment**

- State the quantity and operation condition of the main equipment used by the administrative and support staff.

## **C. Materials**


### **3.13 Laboratory and Workshop Materials**

- Submit a list of reusable or consumable materials available for the institution and the program to support laboratory practices or workshops, as required by

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the curriculum.

- The list must indicate the quantity and, if applicable, their condition.
- Specify the options for users to access collections, remote documentation centers, virtual or online libraries, and the Internet.

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### **3.14 Computer Software**

- List the main application software required by the program courses, indicating their version and, if applicable, the license number. If open source software is used, please state so.

### **3.15 Specialized Books, Manuals, and Periodic Publications**

- List the bibliographic information of the main textbooks, reference publications, technical data manuals, and specialized journals and state whether they are hardcopies or digital. Classify the information according to the curriculum thematic areas.

### **3.16 Workshop and Laboratory Practice Manuals**


- List the workshop or laboratory practice manuals. They must be available to the evaluators at the time of the visit.

### **3.17 Reference Materials**

- List available audiovisual material to support teaching and student learning.

## **D. SWOT Analysis: Infrastructure**

- List the main strengths, weaknesses, opportunities, and threats of the program related to infrastructure.
- Summarize the improvement actions proposed to overcome weaknesses, mitigate threats, maintain strengths, and capitalize on opportunities.

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## 4. Institution and Program Administration

### A. Administrative Structure

#### 4.1 Financial and Administrative Management

- Explain how the administrative and financial management aligns to ensure the attainment of the program goals and to promote the achievement of the graduate attributes.
- Attach to this self-evaluation report a summary of the program strategic plan and a summary report (Letter to Management) about the audited financial statements.
- If a strategic management instrument, a balanced scorecard, or any other similar element is used to prepare the strategic plan, it must be attached. An assessment of the main results must also be included.
- The complete information must be available for the visiting team.

#### 4.2 Participation in the Faculty Council or Equivalent Body

- Explain the role of the faculty council or equivalent in the program strategic decision making process and the actions taken to ensure faculty participation in the analysis and design of the strategic plan.


#### 4.3 Institutional and programme planning:

- List the plans, programmes and projects carried out and implemented so that curriculum, the faculty, the infrastructure and the attention of students, fully met its objectives and the criteria of established accreditation.

#### 4.4 Organization and 4.5 Constitution

- Attach an organizational chart of the institution and the program, as well as a synthesis of the various positions and functions represented.




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#### **4.6 Program Administration**

- Present a summary of the program director's CV, indicating the ID number in a professional association or CFIA.
- List the names, positions and education of the program administrative support staff, and laboratory and workshop employees.

#### **4.7 Department Environment**

- Provide an overall assessment of the morale and commitment of the administrative and support staff and the laboratory and workshop employees. This assessment must be backed with specific examples.

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- Indicate the actions taken to address weaknesses and maintain and improve strengths.

## **B. Administrative policies**

### **4.8 Commitment to Continual Improvement:**


- Attach orientation or the strategic plan of the program administrative management.
- Highlight specific development and continuous improvement projects in the program.

### **4.9 Financial Resources**

- Present a summary report of the program budget and its implementation.
- Highlight budget items that support recruitment, retention, and development of faculty members.
- Highlight budget items that allow the maintenance and renewal of equipment and infrastructure.

### **4.10 Information and Registrar System**

- Describe the main features of the information and registrar system of the institution and the program.
- Explain the procedures for information to be complete, safe, reliable, and up to date.
- Mention how this information is used for decision making.
- Show how databases and the highest academic indicators associated to students are extracted.
- Report the data collected in the faculty and staff database.

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- Explain the procedures for students to have access to certifications and transcripts.
- During the evaluation visit, access to the student, faculty and staff information and registrar system must be available for consultation by the evaluators.

#### **4.11 Relationship with the Professional Sector**


- Explain the actions taken to build relationships between the program, faculty, and students and the professional and business sectors.
- Explain policies and actions undertaken to encourage membership and active participation of faculty and students in CFIA or in the relevant professional association, its committees, and affiliated associations.
- Explain policies and actions undertaken to encourage understanding of the membership and licensing as indicators of social responsibility, dignity of the profession, respect for colleagues, and excellence in providing professional services.

#### **4.12 Community Outreach**

- Describe actions by program students, faculty, and staff that benefit the community.


#### **4.13 Research, innovation and Technological Development**

- List the research innovation and technological development projects and programs in which faculty members and students participate.
- Highlight their relationship with relevant institutional plans.
- Report the actions taken to incorporate the results of research, innovation and technological development projects in the training of students.

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#### **4.14 Occupational Health and Safety and Environmental Hygiene**

- Describe the policies and actions in occupational health and safety, and environmental hygiene developed by the institution and the program.

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## **C. Rules and Regulations**

### **4.15 Faculty and Administrative Staff**

- Briefly outline the rules for teachers and administrative staff.
- A sample of the regulation must be available during the evaluation visit.

### **4.16 Teaching, Learning, and Assessment Processes**

- Briefly outline the rules for the teaching and learning processes.
- A sample of the regulation must be available during the evaluation visit.

### **4.17 Final Graduation Projects**


- Briefly outline the rules for the final graduation projects.
- A sample of this regulation must be available during the evaluation visit.

### **4.18 Students**

- Briefly outline the rules for students.
- A sample of this regulation must be available during the evaluation visit.

### **4.19 Curriculum Control**

- Briefly outline the regulations for the control of the curriculum.
- Explain the involvement of the program management and faculty in the development, implementation, and amendments to this regulation.
- A sample of this regulation must be available during the evaluation visit.
- A sample of the records, which reflect the main changes to the curriculum, must be available during the evaluation visit.


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#### 4.20 Course Validation

- Briefly outline the rules for validating previous courses.
- Explain the means to ensure that all students complete at least 50% of the institution's curriculum.
- Explain the means to ensure that the validation of previous courses involving aspects related to engineering sciences and engineering design correspond only to studies held in a university-level program accredited by the CFIA Accreditation Board or recognized by this entity.
- Explain the admission policies used for the validation of previous courses in mathematics, natural sciences, or complementary courses.
- A sample of this regulation must be available during the evaluation visit.

#### D. SWOT Analysis: Administration

- List the main strengths, weaknesses, opportunities, and threats of the program related to the administration of the institution and of the program.
- Summarize the improvement actions proposed to overcome weaknesses, mitigate threats, maintain strengths, and capitalize on opportunities.


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## 5. Students and Graduates

### A. Students

#### 5.1 Student Environment

- Provide an overall assessment of the students' attitude and commitment to the program. This assessment must be supported with specific examples.
- Provide an overall assessment of the students' and commitment to the achievement of the graduate attributes that they must have gained by the time they graduate from the program. Support this assessment with concrete examples.

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## 5.2 Admission

- Present the processes and policies for admission to the program.
- Report the actions developed to ensure equitable access of people to the program.
- Present evidence on how the program verifies that admission by advanced studies, prior studies, credit transfers, exchange studies, or validation of studies from other institutions meet all the accreditation criteria established.

## 5.3 Promotion and Graduation Process and Policies

- Present the processes and policies for students' promotion and graduation.
- Present evidence of how the program ensures that all students meet the graduation requirements and that the educational plan followed by each student pertains to the program to be accredited.

## 5.4 Academic Counseling and Orientation

- Explain the institutional and academic unit efforts to provide advice and academic guidance to students.

## 5.5 Performance Improvement Strategies


- Explain the specific actions developed to monitor the academic progress of students in the program, particularly if evaluations show low performance levels.

## 5.6 Student Affairs

- Describe the program bodies used to ensure student wellbeing, channel their initiatives, provide guidance in administrative processes and in their rights and duties, and provide access to available scholarships and financial aid.

## 5.7 Student Associations



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- Explain the actions taken to encourage the creation of student associations and groups and students' permanence in them.

### **5.8 Audit**

- Explain how the institution and the program ensure that all its policies relating to students, procedures, and regulations are applied and complied with by all. Detail monitoring and control measures used.

## **B. Graduates**

### **5.9 Graduate Information**


- Describe the general characteristics of the graduate database.
- Explain how it remains complete, secure, reliable, and up to date.

### **5.10 Curriculum Pertinence and Perception**

- Present the results of the latest study to determine the program's impact on its graduates, employers, and professionals in the field.
- Explain how these results are used as input for the continuous improvement of the program.

## **C. SWOT Analysis: Students and Graduates**

- List the main strengths, weaknesses, opportunities, and threats of the program related to the administration of the institution and of the program.
- Summarize the improvement actions proposed to overcome weaknesses, mitigate threats, maintain strengths, and capitalize on opportunities.


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## 6 Appendixes

### 6.1 Information on the Program Faculty

- For each of program faculty member, provide the following information:

1. Name – Category			
2. Department			
3. Tenure	Interim	Time Contract	Other (specify)
4. Academic Degrees	Field	Graduation Date	Institution / Country
5. Original Hiring Date - Category			
6. Progress in the Institution's Hierarchical Ranks			
Category		Date	

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<b>7. Current professional status (according to Art.5 of the Organic Law of CFIA):</b>	
Professional association - Number of professional record:	Date:

<b>8. Current memberships (Professional and scientific associations, committees or associations of CFIA)</b>	
1.	2.
3.	4.
5.	6.

<b>9. Sabbaticals</b>		
Year	Organization	Place

<b>10. Courses taught during the past three years (code and name of the course):</b>	
Undergraduate	Graduate

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11. Number of final papers of supervised students (theses, projects)	<i>Licenciatura</i> Degree	Master's Degree	Doctorate
Completed (last 3 years)			
Completed (throughout the entire academic life)			
On-going			

12. Scholarships/Publications	Journals	Conferences given in congresses	Other	Patents
Number (last 6 years)				
Number (throughout the entire academic life)				

13. Financing achieved	Research funds from CONICIT	Other agencies	Research contracts	For other non-research purposes N
Current year	¢	¢	¢	¢
Total (Last 5 years)	¢	¢	¢	¢

14. Brief description of the main areas of professional and academic interest (technical and research interests, collaboration with technical and professional associations, participation in technical standard development committees, etc.)



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15. Experience in the industry

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16. Awards, tributes, or other pertinent information

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Date: \_\_\_\_\_


Signature: \_\_\_\_\_



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- Q. AVERAGE GRADE (%) / FAILURE RATE (%):
- R. EXPLANATORY NOTES ON INCONSISTENCIES WITH THE ACADEMIC OFFER (IF APPLICABLE):

LAST UPDATE: mm/dd/yy

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### **6.3 List of items that must be available during the evaluation team's visit:**

1. A sample of the laboratory and field activity reports
2. A sample of the safety regulations
3. A sample of the designs made by students
4. A sample of graduation papers
5. A sample of the instruments used to assess the organizational climate and results
6. Book of minutes of the faculty council meetings
7. Performance evaluation form for the program faculty
8. A sample of the documents in which the emergency plans and protocols are collected
9. Workshop or laboratory practice manuals
10. Program strategic plan
11. Provide access to the information and registrar system of students, faculty, and administrative staff.
12. A sample of the regulations for faculty and administrative staff, teaching processes, learning and assessment, final papers, students, curriculum control, course validation
13. A sample of the records, which reflect the main changes to the curriculum