

Construction Expertise Exchange

The Resource for Construction Educators

WHAT IS THE EXCHANGE?

Construction educators are in need of **quality curricular resources** which have been validated by topical experts. Many educators find themselves “recreating the wheel” and developing materials from scratch in isolation. The Construction Expertise Exchange (CEE) aims to tap into **a network of educators and industry experts** to address this need.

In a tremendous collaboration, educators and industry partners have joined together to create and promote this Exchange, which is a valuable resource for **facilitating the exchange of resources and expertise among construction educators**.

The Exchange is **a compilation of topic areas** that are developed and moderated by construction Subject Matter Experts (SME) from the industry and the Academy. Topics include both **construction subjects and pedagogical techniques** for faculty who are developing new courses or are updating current courses.

HOW DO I ACCESS THE FORUM?

The forum is hosted by Procore and can be accessed by visiting **support.procore.com/ASC**



COLLABORATE

THE EXCHANGE OFFERS A WEALTH OF CURRICULAR RESOURCES.
HOW WILL YOU USE THE EXCHANGE?



Contact: ASCProcoreForum@gmail.com



 procore.org

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GET INVOLVED

THE EXCHANGE REQUIRES ACTIVE PARTICIPATION AT ALL LEVELS.

HOW WILL YOU CONTRIBUTE?



TOPIC MODERATOR

Qualification

- Expertise in topical area
- 10 years combined experience in education and industry
- Ability to commit 4-8 hours per month to the Exchange for a minimum of 3 years

Responsibility

- Curate topical content
- Review content provided by others
- Promote the Exchange to other educators
- Oversee annual audit of content

TOPIC MENTOR

Qualification

- Expertise in topical area
- 7 years combined experience in education and industry
- Willingness to share and mentor faculty in topic area

Responsibility

- Provide curricular advice to other construction educators
- May also act as Content Provider
- Assist Topic Moderator with content review

CONTENT PROVIDER

Qualification

- Expertise in topical area
- Willingness to share content

Responsibility

- Contribute topic-specific content and resources

EXCHANGE ADMINISTRATOR

Qualification

- Ability to commit 3 years to oversight of Exchange

Responsibility

- Maintain Exchange
- Upload content
- Promote the the Exchange

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PROVIDING CONTENT FOR SUBJECT TOPICS

For Content Providers

Contributions to the Exchange Subject Topics fall into two categories:

Full Topic

Multiple pieces of content to populate all categories of a single topic page (see categories of contribution below). To contribute content to build a Full Topic contact ASCProcoreForum@gmail.com for instructions.

Individual Contribution

Submit a single item of content for review and inclusion on a topic page. Individual content contributions will be submitted using this form:

<https://goo.gl/forms/LNdWC6Rpzi9Lb20P2>

All content submitted for approval will be submitted with the following information:

- Name and email of contributor
- Topic
- **Category of contribution** (see examples below)
- **Content type** (see examples below)
- Content description
- Content notes
- **Copyright / Attribution** (see examples below)
- File as attachment (pdf, .jpg, .docx, and .xls)



SUBJECT TOPIC CONTENT REQUIREMENTS

Categories of Contribution

- Curriculum
- Content
- Web links
- ACCE
- ABET

Content Types

- Course Outline
- Textbook
- Assessment
- Content Resource
- Web link
- ACCE related
- ABET related

Copyright / Attribution

- Attribution
- Share Alike
- Non-Commercial
- No Derivatives

Note: It is important that the Contributor review the Creative Commons page and note copyright and attribution conditions of any documents submitted for inclusion in the Forum. Copyrighted documents not owned by the Contributor must not be uploaded without the copyright owner's permission.

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REVIEW SUBJECT TOPICS PROCESS

Topic Moderators & Topic Mentors

Content submitted to the Forum for review will be stored in a shared Google folder. Admins will inform the Topic Moderator when new content is ready to review (It is recommended that Topic Moderators turn on notifications in their Topic Folder to be alerted when a change occurs in the folder.)

The Topic Moderator is expected to review or delegate the review of the content within 2 weeks of notification. Review can be completed by Topic Moderators or Topic Mentors.

Reviewing

Reviewing content ensures content in the forum is high quality and free of errors. Communication between the Topic Moderator and Content Provider is encouraged. After review and any edits have been completed, the reviewer will update the Topic Content document in the Google Drive Topic Folder. Next, the Topic Moderator will notify an Exchange Administrator that content is ready to be uploaded to the live Exchange. Content status will be tracked on a spreadsheet within each folder.

Auditing

Topic Moderators are expected to audit the topic area on an annual basis to ensure content in the Forum remains relevant and useful. Exchange Administrators will track audit status and will notify Moderators when audits are due.



REVIEW AND AUDIT RUBRIC

All content needs to be reviewed before it is added to the Forum and audited annually to maintain the most relevant and useful content. Depending on the Content Type, the Topic Moderator will assess specific assets of the content:

- **Course Outline:** Is the outline thorough?
- **Textbook:** Is the textbook the most up-to-date version?
- **Assessment:** Does the assessment correlate to the content?
- **Content Resource:** Is the material up-to-date?
- **Web link:** Is this link live and current? Is it hosted by a reputable source on the topic?
- **ACCE related**
- **ABET related**

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UPLOADING SUBJECT TOPIC CONTENT

For Exchange Administrators

Before Review

After a Content Provider completes the submission form Admins will upload the content files into the appropriate Google Drive Topic Folder. Exchange Administrators will then notify the Topic Moderator by email that there is content to review in their Google Drive Topic Folder.

After Review

Topic Moderator will notify Exchange Administrators that content is ready to be uploaded to the live site. Before uploading a new document to the Exchange, make sure the file name follows the content naming convention:

Subject Topic_Category_ContentType_Name.File Type

Example:

Structures_Curriculum_Course Outline_IntroToStructures.pdf

CONTENT ORGANIZATION FOR SUBJECT TOPICS

Exchange Administrators are responsible for the organization of content in the Google Drive Subject Folders and also on the Exchange.

For the success of the Exchange it is imperative that we keep content well organized and easy to find, edit, and replace.

Pay special attention to the naming convention when uploading content as this will be the most efficient way of organizing content in both the Subject Folders and the Exchange.

Note: If the content is to be used on multiple Subject Topic pages you must produce and attach multiple files with the appropriate naming convention to each Subject Topic page.

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- Content
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- ACCE
- ABET

Content Type

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