

PROGRAM SCHEDULE

Overview: The peer-review evaluation team process is at the heart of the accreditation quality assurance system. Well-prepared team members are the essential part of this time-honored system. This annual workshop is ABHE's high-value experience to help new evaluation team members become proficient.

8:30 – 9:30 Session 1 — Preparing for a Team Visit

Presenter: Jim Lanpher, Provost, Columbia International University

Overview: Learn what you need to do to prepare for serving on an evaluation visiting team. Much of the work of a team is completed before going to campus. Learn about each of these steps on the preparation process:

- Resources for evaluation team members
- Understanding and interpreting the Standards
- Evaluator assignments: Who reviews what?
- Reviewing the institution's self-study documents
- Evaluator worksheets and note-taking
- Logistics: getting there, getting home, arranging interview, missing materials



9:30 – 10:00 Q & A

10:00 – 10:30 Refreshment Break - Exhibit Hall - Ballroom B

10:30 – 11:30 Session 2 — The On-Campus Visit

Presenter: Brian Smith, President, Dallas Christian College

Overview: The on-campus visit is an intensive time of investigation and reporting. This session will offer guidance on the team's onsite activities and offer tips on how to make the most of this important time.

Learn about . . .

- Asking probing interview questions
- Managing your time
- Engaging team meetings and executive sessions
- Securing missing materials
- Writing the team report
- Writing commendations, suggestions, and recommendations



11:30 – 12:00 Q & A

12:00 Adjourn — Lunch on Your Own