Hosting an Effective Evaluation Team Visit

Mark Milioni, President
Baptist Bible College
Springfield Missouri
1. Study the ABHE Self-Study Guide

- Chapter 4: Preparing for an Evaluation Team Visit
- Appendix M: Checklist for Evaluation Team Visits
- Understand and plan the timeline.
- Nice accommodations.
- Understand the team - do some background.
2. Get the Right Group Together

- Diverse, doers, leaders, knowledgeable, impressive
- Be careful of giving too much to one or two people
- Develop an Institutional Effectiveness Committee
  - In house accreditation oversight
  - Freedom to question, oversee and decide
3. Get the Right People in the Right Place

- Evaluate current team. Consider potentials.
- Make the necessary changes.
- Director of Institutional Effectiveness
  - Lead accreditation officer
- Director of Institutional Research
  - Documents, records, assessment data, plans, etc.
4. Get the Right Help

- Ask questions, get help.
- Other colleges, online research, accrediting agencies, evaluators
5. Prepare the Self-Study

- Begin writing the self-study now!
- Organized and written by the right people.
- Find good recent examples from other colleges.
- Learn to utilize PDF.
  - Use embedded links
- “Close the loop.” - take the reader from beginning to end how you fulfill the Mission, College and Program Objectives, Student life expectations, etc.
- Provide evidence - prove, how do we know what we know.
- Professional look. Table of contents.
6. Develop a “culture of assessment.”

- BBC: Annual Assessment Report every year, October, for the previous college year, every area. 3-10 pages.
- BBC: Comprehensive Program Review every 5 years. 125-200 pages. Built off previous annual assessment reports.
7. Prepare Everyone and Everything

• How to respond and answer questions.
• How not to respond - don’t share more than they ask.
• Never miss an opportunity to say something good.
• College fact sheet.
• “war room”
8. Practice a Visit

- Walk through - document library and ease of access.
- Meeting rooms, campus tour, welcome area.
- Ask questions.
9. Pray

- Do not overlook involving prayer.
- Builds team unity, concern and support.
10. Know

- All the effort - reports, meetings, preparation, discussion, assessment, writing - all of it is making you better.
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