

Hosting an Effective Evaluation Team Visit

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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.

Institutional Effectiveness Assessment

- Board Governance Audit/Surveys
- Administrator Evaluations

Educational Services (Curricular)

- Signature Assignments
- Course Learning Outcomes (CLO) Data
- Program Learning Outcomes (PLO) Data
- Course Evaluations
- Faculty Evaluations
- Annual Program Assessment Reports
- Comprehensive Program Reviews
- Standardized Testing (MeGSA, MeCA, MeES)

(Co-Curricular)

Support Services (Institutional)

- Enrollment Data
- Employee (Staff) Evaluations
- Annual AURR Data
- Budget Performance
- Strategic Plan Performance
- Annual Financial Performance (CFI Score)
- Annual Department Assessment Reports
- Annual/Supporter Development Data
- Employee Survey

- Bible Knowledge Assessment Test
- Practical Ministry Experience Program Data
- College Student Inventory (CSI) Survey
- Mid-Year Student Assessment (MYSA) Survey
- Second Year Student Assessment (SYSA) Survey
- Student Satisfaction Inventory (SSI) Survey
 - Christian Ed Survey
 - Technology Survey
 - Alumni Survey
- Retention & Persistence Rates
 - Graduation Rates
 - Employment Data

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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