

The On-Campus Visit

ABHE Annual Meeting
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Overview



Managing your time



Ask probing interview questions



Team meetings/executive sessions



Missing materials



Writing the report



When to write commendations, suggestions, recommendations



Important Things to Remember

Why we are
doing this

Peer Evaluation:
We are
Evaluators not
Investigators

Confidential –
Representatives
of ABHE COA

Prayer

Preparation and
Proper Planning



Managing Your Time



Time Management



**On airplane go over
your document –
refresh your memory**



**Once on campus,
time will go by
extremely fast**



**Early mornings and
late evenings**



**Schedule interviews
before arriving on
campus**



Understanding the Schedule

Day 1

- “Team arrives, dinner at hotel or nearby (with college administrators usually), team orientation (team only)”

Day 2

- “Team arrives on campus in morning, orientation to work room, finalize interview schedule, begin interviews, review documents and files”
- “Team group dinner on own, executive session to review initial findings, plan adjustments for 2nd day of visit, writing in rooms”

Day 3

- “Follow-up interviews, review of documents and files, writing in work room”
- “Team group dinner on own, executive session to review findings, formulate initial commendations, suggestions, recommendations, writing in rooms”

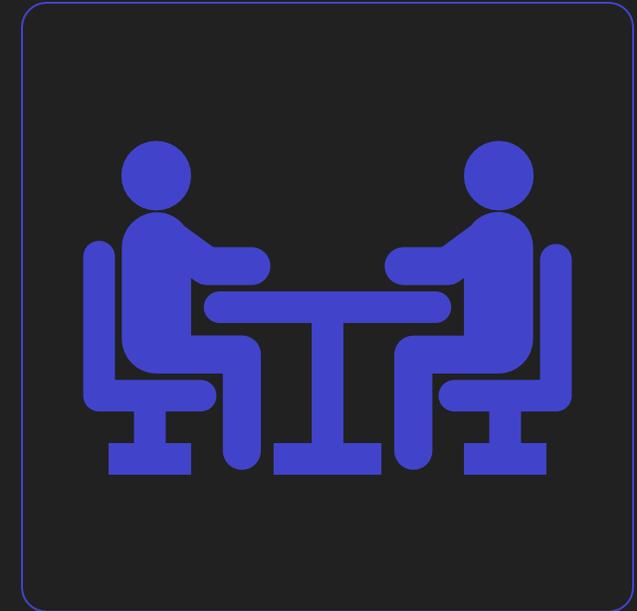
Day 4

- “Team travels to campus, final executive session in work room, Team Chair meets with President, Team meets with administration for exit interview, team departs for airport”



Orientation Session

- First Team Meeting will normally be held after dinner with the Administration of the Institution.
 - The Team Chair will conduct the meeting
 - The Chair will let you know what is required
 - Basic guidelines for writing reports
 - Any initial comments/concerns of the Team
 - Assisting others in locating any information
- Each evening after dinner the Chair will conduct meetings to go over findings.
- The last evening or your last morning the Team will vote and discuss recommendation to the COA for the Institution.



Ask Probing Interview Questions



Shake Hands



**Follow ABHE's Guide
(Evaluation Team
Handbook, p. 22)**



**Take notes while
interviewing**



**Bring your questions
with you**



**Be direct and to the
point with your
questions**

Follow up questions



Ask Probing Interview Questions



Read First! And Fill in the gaps during the visit.



Questions should seek information and evidence that can provide strength to the Institution achieving the standards and EEs.



Circumstances change from the time of the writing of the Self Study.



ABHE Worksheets for your Standard are an excellent resource.



Sample Questions on Worksheet Standard 7:

What evidence exists to document that assessment results are used to improve enrollment management?

What measures are taken to determine the effectiveness of the academic programs for both at risk and gifted students?





- “Team discusses major issues: validation of self-study claims, compliance with the *ABHE Standards*.”
- “Review specific areas that surfaced during the team's first day of meetings as needing special examination on Day Two.”
- “Discuss areas that might impact multiple evaluators/Standards. It is important to share findings that may need to be investigated by more than one evaluator (if it is applicable to the Standards and Essential Elements).”
- “Chair confirms the schedule of activities for Day Two, including interviews/adjustments, and highlights the team meeting scheduled for the end of day two.”

End of Day 1



Missing Materials



There can still be missing needed documents/materials



Requesting Documents in advance



Give the Administration a list of any missing materials



Keep a log of needed materials/documents



Confirm what was written



Writing The Report



USE THE ABHE REPORT
TEMPLATE



MAKE SURE YOU ADDRESS
ALL ESSENTIAL ELEMENTS
FOR EACH STANDARD



MAKE SURE TO ADDRESS
THE CONDITIONS OF
ELIGIBILITY FOR YOUR
STANDARDS



IF APPLICABLE TO YOUR
STANDARD ADDRESS THE
REGULATORY
REQUIREMENTS



MAKE A LIST OF ALL THE
PEOPLE INTERVIEWED AND
ALL THE DOCUMENTS YOU
REVIEWED



Regulatory Requirements Sample

3. Recruiting and Admissions Practices, Academic Calendars, Catalogs, Publications, Grading, and Advertising (Standards 3, 7, 11c): Does the institution maintain and follow satisfactory policies regarding advertising and publications (including catalogs and academic calendars), recruitment, admissions, enrollment, and student grading to maintain accurate and timely information and consistent, ethical practices?

Yes/No
YES

Basis/rationale for this conclusion: Institutional publications accurately and fairly describe the Institution, its academic programs, its admissions requirements, its transfer credit policies and criteria, its articulation agreements, and its effectiveness claims.





- “Each team member briefly reports findings.”
- “Team reviews proposed commendations, suggestions, and recommendations.”
- “Finalize all Commendations, Suggestions, and Recommendations.”
- “Reach a consensus regarding the overall accreditation recommendation that will be forwarded to the Commission on Accreditation. The Chair will review the Range of Team Recommendations available (**see Appendix 7**) and then guide the discussion to a final decision.”
- “Determine if team members are participating verbally in the exit interview. The Chair will discuss the method and sequence of the process.”
- “Remind each team member that he/she is required to provide the Team Chair with an *electronic copy* for his/her section of the evaluation report before departure from the Institution.”

End of Day 2 and Final Team Meeting



Writing Commendations, Suggestions, and Recommendations



At Executive meetings each night, you will receive Input from other Team members

Writing is a Team Effort



Each evening you can edit/revise your draft report



Commendations



“A commendation should denote exemplary work on the part of an individual or unit within the institution.

Compliance with a Standard is not the basis for a commendation; rather it is an expectation of the Commission on Accreditation.”



Example

The Team commends the Institution's faculty for their love of, and commitment to, fulfilling the mission of teaching students (Standard 9).



Suggestions



“A suggestion is professional advice from the team concerning ways in which the institution might improve effectiveness.”

“It is peer opinion only, and the institution is under no obligation to implement suggestions or address them in the Response to the Visit Report to the Commission.

Substantial deficiencies in meeting the Standards or Essential Elements should be reported as recommendations, not suggestions.”



Example

The Team suggests that the Institution develop and implement a formal Donor Development Plan that will assist in generating the resources needed to sustain and improve the Institution (Standard 4, EE 6).



Recommendations



“The recommendation should address only those parts of the Standard that have not been met, and the recommendation must provide specific details as to where the institution is either weak or does not meet the Standard.”

“Normally, no more than eleven (11) recommendations should be included in the report.”

- Sometimes combine recommendations
- All recommendations must use language of the standard
- Institution MUST address all recommendations
- Recommendations must have Team agreement, not individuals.
- Make sure one Team member does not give commendation and another a recommendation in the same area.



Example

The Team recommends that the Institution offer full student services that meet the needs of students regardless of location or instructional delivery system (Standard 8, EE 2).



Overall Team Recommendation



“As a group, the team will complete a brief Team Recommendation form with an accreditation recommendation according to the COA Range of Motions, which will, in turn, be to be forwarded to the Commission.”



“The Team Chair will guide the members through the process of making its decision and provide specific instructions regarding wording of the statement.”



“Because this recommendation may not necessarily be adopted by the COA, it is imperative that it be held in confidence and not be communicated to the institution.”



“It is possible that the institution's written response to the team report, together with corrective actions taken prior to its appearance before the Commission, will influence the ultimate decision. The Commission also needs to assure consistency and reliability in its decisions.”



Ranges in COA Evaluator Handbook



Exit Interview



The Chair and ABHE Staff Representative will meet with the President

This usually takes about ½ hour



The President will determine what staff/board/faculty will attend the Exit Interview



The Chair will determine who reads the commendations, suggestions and recommendations

Usually the individual Team members will read their Standards



The Team leaves the campus immediately following the Exit Interview

Do not answer questions from staff members

Graciously thank them for their hospitality



Questions/Discussions

Thank You!

