

PREPARING FOR A TEAM VISIT

Novice Evaluator Team Training












Session 1 – February 13, 2020











- 1) ABHE Resources for Team Members
- 2) Understanding the Standards
- 3) Reviewing Self-Study Documents
- 4) Logistics

WHERE ARE WE HEADED?

- ▶ **OneDrive**
- ▶ **Evaluator Training Videos**
- ▶ **Evaluation Team Handbook**
- ▶ **COA Manual**
- ▶ **Evaluator Worksheets**
- ▶ **Self-Study Guide – the Institution's perspective**

1) ABHE RESOURCES FOR TEAM MEMBERS

-  2018 Commissioner Handbook.pdf
-  2019 COA Manual - CHANGES.pdf
-  2019 COA Manual.pdf
-  2019 Evaluation Team Handbook.pdf
-  2019 Institutional Standards.pdf
-  2019 Self-Study Guide.pdf
-  2019.Academic Evaluator Worksheet 2019.02.28.docx
-  2019.Administrative Evaluator Worksheet 2019.02.28.docx
-  2019.Faculty and Library Evaluator Worksheet 2019.02.28.docx
-  2019.Resources-Finance Evaluator Worksheet 2018.02.28.docx
-  2019.Student Services Evaluator Worksheet 2018.02.28.docx

-  2019.Travel Expense Voucher.xlsx
-  Conflict of Interest Form - Evaluator.docx
-  ETV OneDrive Instructions.docx
-  Regulatory Requirements Evaluation.docx
-  ROLE-EVALUATOR.docx
-  ROLE-TEAM CHAIR.docx
-  Team Recommendation Form.docx
-  Team Report TEMPLATE.docx
-  Team Training Update 2017.pdf
-  Team Training Update 2019.pptx

2019



Biblical

Deep and rigorous engagement with the Bible that produces a coherent worldview for thinking and living



The Association for
Biblical Higher Education
Commission on Accreditation



Transformational

Life-changing growth that flows from authentic encounters with Christ, His Word, godly faculty, and student peers



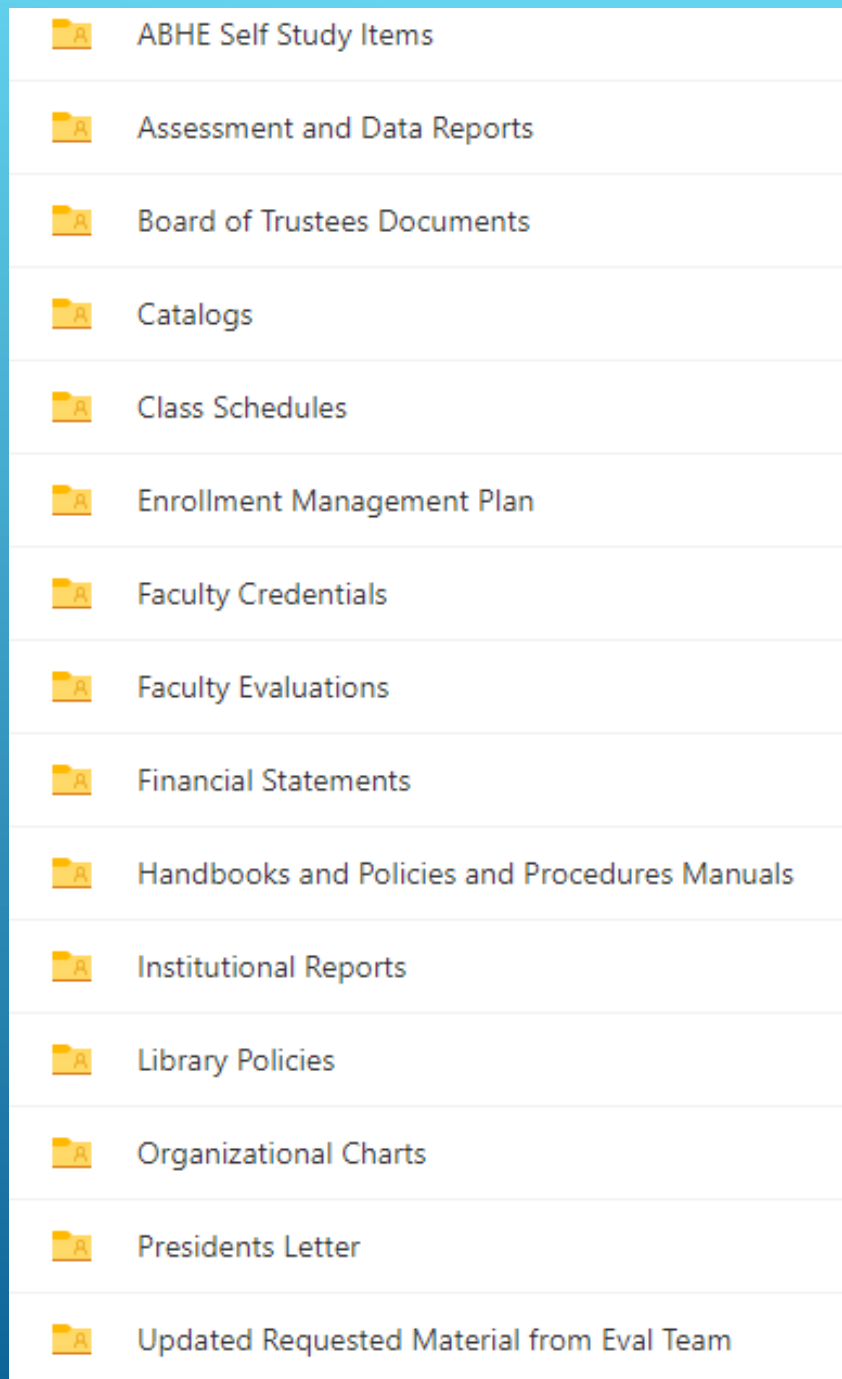
Experiential
















Discovery and development of gifts, passions and sense of calling through hands-on ministry, service learning and intercultural study opportunities



Missional

Passionate participation in God's global mission and Kingdom priorities



 ABHE Self Study Items
 Assessment and Data Reports
 Board of Trustees Documents
 Catalogs
 Class Schedules
 Enrollment Management Plan
 Faculty Credentials
 Faculty Evaluations
 Financial Statements
 Handbooks and Policies and Procedures Manuals
 Institutional Reports
 Library Policies
 Organizational Charts
 Presidents Letter
 Updated Requested Material from Eval Team

Make use of every available resource to become an expert evaluator on your assigned Standards.

- ▶ ABHE Workshops at Annual Meeting
- ▶ ABHE Evaluation Team Training Videos
- ▶ ABHE Colleagues

EVALUATOR TRAINING

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- ▶ Become VERY familiar with your assigned ABHE Standards, Essential Elements, and applicable Policies.
- ▶ Use the ABHE Evaluator Worksheet for your assigned area.
- ▶ The Institution you visit will benefit from your expertise – not only your own work experience, but also your familiarity with ABHE Standards, Essential Elements, and Policies.
- ▶ Consider Hebrews 10:24 as a foundation for your work – “And let us consider how we may spur one another on toward love and good deeds.”

2) UNDERSTANDING THE STANDARDS

- ▶ Administrative Evaluator – Standards 1, 4, 5
- ▶ Academic Evaluator – Standards 2, 11
- ▶ Resources/Finances Evaluator – Standards 3, 6
- ▶ Student Services Evaluator – Standards 7, 8
- ▶ Library/Faculty Evaluator – Standards 9, 10

EVALUATOR ASSIGNMENTS

- ▶ Read the entire set of Self-Study documents, at least once before the site visit.
- ▶ **Dig deep on your assigned Standards.**
- ▶ Start writing an initial draft of your section of the Team's report, based solely on the Self-Study documents.
- ▶ Develop a list of the people you want to interview.
- ▶ Develop questions for your on-site interviews.

3) REVIEW SELF-STUDY DOCUMENTS

Write initial draft based on Self-Study documents

- ▶ Your assigned Standards and Essential Elements
- ▶ Your assigned Conditions of Eligibility
- ▶ Your assigned Regulatory Requirements
- ▶ Your preliminary list of Persons Interviewed
- ▶ Your preliminary list of Documents Reviewed

PREPARING YOUR REPORT

Communicating with your Evaluation Team Chair

- ▶ Team Chair will arrange for interviews and request additional material from Institution's Liaison
 - ▶ Make a list while reviewing Self-Study documents
 - ▶ Refer to job titles or responsibilities, not names
 - ▶ If you cannot locate the Institution's dress code, have your Team Chair ask for guidance from the Liaison

4) LOGISTICS

Communications **FROM** your Evaluation Team Chair:

- ▶ Team introductions and contact info
- ▶ Tentative schedule for the site visit
- ▶ Preferred airport to travel to/from
- ▶ Ground transportation provisions
- ▶ Hotel accommodations

LOGISTICS

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Communications **TO** your Evaluation Team Chair:

- ▶ Your personal and professional introduction material, contact info, and special dietary needs
- ▶ Your travel arrangements (flight or driving itinerary)
- ▶ Additional material from the Institution or ABHE you would like to review before and/or during the site visit
- ▶ List of people you want to interview during the site visit

LOGISTICS

“There and Back Again” – Getting to and from the Institution being evaluated

- ▶ Book your flight AFTER the Institution’s Self-Study documents are available on ABHE’s OneDrive
- ▶ Arrive before 5:00 pm the day prior to the first visit date for team meetings
- ▶ Choose departure time after 1:00 pm on the last visit date – plan for sufficient travel time to airport and TSA security lines

LOGISTICS



Sandi Peppard

Associate Dean of Students

Johnson University – Florida Campus

SPeppard@JohnsonU.edu

407-569-1331

THANK YOU

▶ Session 2: The On-Campus Visit

STAY TUNED ...

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