PREPARING FOR A TEAM VISIT

Novice Evaluator Team Training
Session 1 – February 13, 2020
WHERE ARE WE HEADED?

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

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

2019

The Association for Biblical Higher Education
Commission on Accreditation

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

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
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
2) UNDERSTANDING THE STANDARDS

- 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.”
EVALUATOR ASSIGNMENTS

- 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
3) REVIEW SELF-STUDY DOCUMENTS

- 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.
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
4) LOGISTICS

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
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
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
“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
THANK YOU

Sandi Peppard
Associate Dean of Students
Johnson University – Florida Campus
SPeppard@JohnsonU.edu
407-569-1331
Session 2: The On-Campus Visit

STAY TUNED …