



The Association for
Biblical Higher Education
Commission on Accreditation

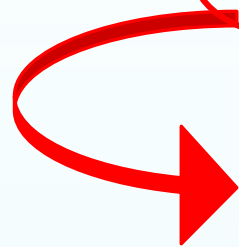
Self-Study Tips

Have the End in Mind



Excerpt from catalog to focus reader's attention

“...Each academic program has program goals and outcomes listed in the Catalog (EX2.1). ...”



UNDERGRADUATE PROGRAM GOALS

1. Prepare students for vocations as pastors, missionaries, evangelists, and teachers.
2. Offer a specialization in biblical interpretation and theology with a view toward social transformation.
3. Strengthen the student's biblical foundation and spiritual formation process.
4. Foster academic excellence, spiritual fervor, passion for reaching the lost and equipping the church.
5. Provide mentoring for students to mature emotionally, mentally, spiritually and vocationally.
6. Prepare students for relevant and biblically authentic ministry leadership in diverse cultures and settings.
7. Prepare students to work collaboratively as part of a leadership structure.
8. Develop a desire in students for lifelong learning.

B.A. Learning Outcomes

These program-level learning outcomes and specific course-level measurements are determined by departmental faculty and are incorporated into all courses:

PROGRAM-LEVEL OUTCOMES	
1.	Interpret the texts of the Christian Scripture in relation to both their ancient contexts and in conversation with contemporary theology.
2.	Integrate theology of spiritual formation and church leadership principles with Fivefold ministry practices.
3.	Construct a Pentecostal Christian worldview with interdisciplinary perspectives.
4.	Integrate theological reflection and ethical understanding with ministry practices, church planting, church growth, and community service.
5.	Employ principles of Christian leadership in ministry and service to people of diverse cultures and worldviews.





















EX2.1

Limit Scanning

- * Only scan documents IF you don't have the electronic version.
- * Don't print and scan documents to create PDFs.
- * Save a file as a Word or PDF document.
- * When you need to scan, use 300 dpi.
- * Save As PDF (not jpeg) on scanner.
- * Use the full-page scan, not small.

Number Exhibits

- * Number each exhibit: EX1 OR Exhibit 1
- * Put all numbered exhibit documents in a folder named: 2021.SS Inst (ST) EXHIBITS
- * Catalog, Handbooks, etc. each has its own Exhibit number.
- * No more than two (2) folder levels (or 1 subfolder) for documents

Name	Type	Size
 2021.SS Example Bible (FL) Exhibits	File folder	
 2021.SS Example Bible (FL) Assessment	Adobe Acrobat Docume...	68 KB
 2021.SS Example Bible (FL) Compliance	Adobe Acrobat Docume...	321 KB
 2021.SS Example Bible (FL) Planning	Adobe Acrobat Docume...	68 KB
 2021.SS Example Bible (FL) Statistical Abstr	Adobe Acrobat Docume...	240 KB
 2021.SS Example Bible (FL) Exhibits	Compressed (zipped) Fo...	1,691 KB
 EX1	Microsoft Word Docu...	19 KB
 EX2	Microsoft Word Docu...	14 KB
 EX3	Microsoft Word Docu...	17 KB
 EX4	Microsoft Word Docu...	16 KB
 EX5	Microsoft Word Docu...	16 KB
 EX6	Adobe Acrobat Docu...	63 KB
 EX7	Adobe Acrobat Docu...	1,101 KB
 EX8 Travel Expense Voucher-COA	Adobe Acrobat Docu...	53 KB
 EX9	Microsoft Word Docu...	17 KB
 EX10 Letterhead	Microsoft Word Docu...	78 KB
 EX11 Regulatory_Requirements_Evaluation	Microsoft Word Docu...	20 KB
 EX12 Statistical_Abstract	Microsoft Word Docu...	243 KB
 EX13	Microsoft Word Docu...	17 KB
 EX25 SC form testing	Microsoft Word Docu...	247 KB

Naming Exhibits

- * Keep file names short!
- * Limit folder levels!

Combine Files into a PDF

O KIM > SS VIDEO > 2021.SS Example Bible (FL) Exhibits

Search 2021.SS Example Bible (FL) Ex

Name	Date modified	Type	Size
EX1	10/21/2020 4:55 PM	Microsoft Word D...	19 KB
EX1	10/21/2020 4:55 PM	Adobe Acrobat D...	16 KB
EX2	10/21/2020 4:45 PM	Microsoft Word D...	
EX2	10/21/2020 4:55 PM	Adobe Acrobat D...	
EX3	10/21/2020 4:56 PM	Microsoft Word D...	
EX3	10/21/2020 4:56 PM	Adobe Acrobat D...	
EX4	10/21/2020 4:56 PM	Microsoft Word D...	
EX4	10/21/2020 4:56 PM	Adobe Acrobat D...	
EX5	10/21/2020 4:46 PM	Microsoft Word D...	
EX6	1/10/2018 12:13 PM	Adobe Acrobat D...	
EX7	7/15/2019 5:09 PM	Adobe Acrobat D...	
EX8	8/29/2017 12:25 PM	Adobe Acrobat D...	
EX9	10/21/2020 4:46 PM	Microsoft Word D...	
EX9	10/21/2020 4:57 PM	Adobe Acrobat D...	
EX10	10/21/2020 4:57 PM	Microsoft Word D...	
EX10	10/21/2020 4:57 PM	Adobe Acrobat D...	128 KB
EX11	10/21/2020 4:47 PM	Microsoft Word D...	20 KB
EX11	10/21/2020 4:57 PM	Adobe Acrobat D...	110 KB
EX12	10/21/2020 4:47 PM	Microsoft Word D...	243 KB
EX12	10/21/2020 4:57 PM	Adobe Acrobat D...	240 KB
EX13	8/21/2014 2:24 PM	Microsoft Word D...	17 KB
EX13	10/21/2020 4:58 PM	Adobe Acrobat D...	67 KB
EX25	10/21/2020 4:48 PM	Microsoft Word D...	247 KB
EX25	10/21/2020 4:58 PM	Adobe Acrobat D...	340 KB

Choose OneDrive folders to sync

Combine files in Acrobat...

Give access to

Scan with Webroot

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Create shortcut

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Rename

Properties

Search tools

Create PDF

Combine Files

Edit PDF

Request Signatures **FEATURED**

Fill & Sign

Export PDF

Organize Pages

Send for Comme...

Comment

Name the 5 Self-Study Documents

2021.SS Example Bible (FL) Compliance

2021.SS Example Bible (FL) Improvement Plan

2021.SS Example Bible (FL) Assessment

2021.SS Example Bible (FL) Statistical Abstr

2021.SS Example Bible (FL) Exhibits

OR

2021.SS Example Bible (FL) Exhibits 1-20

2021.SS Example Bible (FL) Exhibits 21-30

2-word institution name only

Email 5 documents to: coa@abhe.org

Documents Saved 19 Years !

USDE

- * Do not send a link for Google, Drop Box, university storage, etc.
- * Websites change!
- * Email PDFs or Word docs.
- * PDFs are preferable: compresses document, archival, cannot mistakenly be changed.
 - Both PC and MAC allow you to save a Word file as a PDF.

Best Practices for Submission

- * Purchase Adobe Acrobat to combine all your numbered exhibits and create bookmarks in an Exhibit PDF document (between \$180-\$250/year).
- * Send only the information that will show compliance. Other materials, if needed, will be in the Evaluator Work Room.
- * Proofread!
- * Utilize a simple self-study documents system.

Best Practices for Submission

- * Use 11-12 point sized font
- * Be familiar with the [Self-Study Guide](#).
 - www.abhe.org>Accreditation>Accreditation Documents
- * Proofread
- * Zip the Exhibits

