

# Submitting the Self-Study

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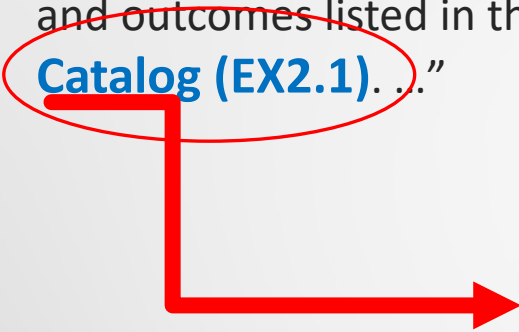
## Have the End In Mind

Knowing how to submit  
your self-study documents  
will keep you from  
re-doing items in the end



# Excerpts: To Focus Reader

EE 2 “...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.

# Exhibits

## STANDARD 2 - ASSESSMENT AND PLANNING

*The institution demonstrates that it is accomplishing and can continue to accomplish...*

*EE 2: A written, comprehensive assessment plan that describes what data (qualitative and/or quantitative) the institution gathers to demonstrate fulfillment...*

Example Bible College's institutional goals focus the institutional mission on the Bible, ... . Each academic program has program goals and outcomes listed in the **Catalog (EX 2.1, EX 2.2, EX 2.3)**. The program outcomes are placed in each syllabus in a prominent chart **(EX 2.5, EX 2.6)**.

Since 2016, several years of assessment can be seen in the **program review reports (EX 2.16, EX 2.17, EX 2.18)**. Ongoing assessment is occurring on an annual basis and can be seen in the Academic Department's annual **assessment plan (EX 2.20)**

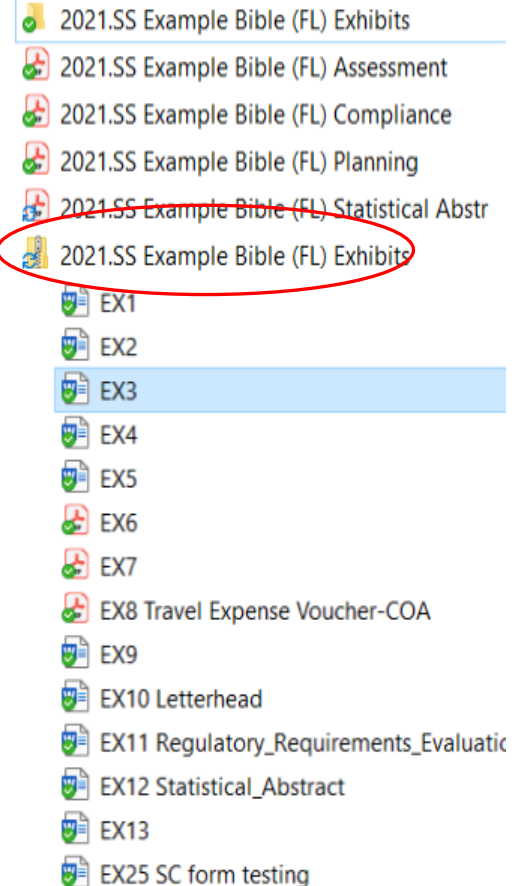
### Exhibit List:

- EX 2.1
- EX 2.2
- EX 2.3
- EX 2.5
- EX 2.16

# Number Exhibits

- Number each exhibit:  
**EX24 OR Exhibit 24**  
**EX3.6 OR Exhibit 3.6**
- Put all numbered exhibit documents in a **folder** named:  
**2022.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



2021.SS Example Bible (FL) Exhibits  
2021.SS Example Bible (FL) Assessment  
2021.SS Example Bible (FL) Compliance  
2021.SS Example Bible (FL) Planning  
2021.SS Example Bible (FL) Statistical Abstr  
2021.SS Example Bible (FL) Exhibits  
EX1  
EX2  
EX3  
EX4  
EX5  
EX6  
EX7  
EX8 Travel Expense Voucher-COA  
EX9  
EX10 Letterhead  
EX11 Regulatory\_Requirements\_Evaluatic  
EX12 Statistical\_Abstract  
EX13  
EX25 SC form testing

# Combine Exhibits Into 1 PDF

The screenshot shows a Windows File Explorer window with the address bar displaying "O KIM > SS VIDEO > 2021.SS Example Bible (FL) Exhibits". The search bar contains "Search 2021.SS Ex". The main area displays a list of files with columns for Name, Date modified, Type, and Size. A context menu is open over the selected files, and the option "Combine files in Acrobat..." is circled in red.

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...	120 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

Context menu options:

- Choose OneDrive folders to sync
- Combine files in Acrobat...**
- Give access to
- Scan with Webroot
- Send to
- Cut
- Copy
- Create shortcut
- Delete
- Rename
- Properties

# Name Exhibits



SHORT FILE  
NAMES!



USE  
NUMBERS:  
EX24



LIMIT 2  
FOLDER  
LEVELS



EXHIBITS  
USED IN  
MULTIPLE  
STANDARDS

# Limit Scanning

No electronic version?

Only scan documents IF you don't have the electronic version.

Don't print then scan

Don't print and scan documents to create PDFs.

Word or PDF files

Save a file as a Word or PDF document.

300 dpi

When you need to scan, use 300 dpi.

Save As PDF

Save As PDF (not jpeg) on scanner.

Full-Page scan

Use the full-page scan, not small.

# Name the 5 Self-Study Documents

2022.SS Example Bible (FL) Compliance

2022.SS Example Bible (FL) Improvement

2022.SS Example Bible (FL) Assessment

2022.SS Example Bible (FL) Stat Abstract

2022.SS Example Bible (FL) Exhibits

2022.SS Example Bible (FL) Exhibits 1-20

2022.SS Example Bible (FL) Exhibits 21-46

2022.SS Example Bible (FL) Exhibits 47-102





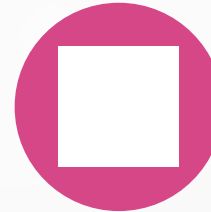
Do not send a link for Google, drop box, university storage, etc.



Websites change!



Email PDFs or Word



PDFs are preferable: compresses document, archival, cannot mistakenly be changed.



PC and MAC - save a word file as a PDF.

# Self-Study Saved 19 Years!

# Submission Tips

[coa@abhe.org](mailto:coa@abhe.org)

Adobe Acrobat combines all exhibits into one with bookmarks  
(between \$180-\$250/year)

Send only the information that shows compliance.  
Other materials, if needed, will be in the Evaluator Work Room.

Proofread!

Name the documents.  
No more than 2 folder levels.

# Submission Tips

[coa@abhe.org](mailto:coa@abhe.org)

Zip/Compress the exhibits  
if not in one PDF.

Self-study documents due  
8 weeks prior to visit

Be familiar with the  
Self-Study Guide.

[abhe.org](http://abhe.org) > [Accreditation](#) >  
[Accreditation Documents](#)

Candidate & Initial  
Accreditation visits:

Update self-study  
now 1 year old

# ABHE Submission Tips (1)

## General

- No more than 2 folder levels.
- Submit PDF's, not Word, JPEG, etc.
- Avoid scanning documents; IF only a hardcopy then use 300dpi and save document as PDFs.
- Naming conventions for files:  
“2023.SS Calvary University (MO) Compliance.”
- Submit only evidence to support compliance. Place other materials in the Evaluator Workroom on campus.

# ABHE Submission Tips (2)

## Exhibits

- Number each Exhibit; you may use short description ---  
~EX1 2022 Catalog, p10.
- Many Exhibits will be used in multiple standards; include once
- Strongly recommend combining all exhibits into one Adobe PDF document with bookmarks.
- Extract pertinent page numbers from documents as individual exhibits.
- Compress Exhibit file/document into zip file.