Submitting the Self-Study

Have the End In Mind

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

coa@abhe.org
EE 2 “...Each academic program has program goals and outcomes listed in the **Catalog (EX2.1)**. ...”
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
### Combine Exhibits Into 1 PDF

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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.  

Email PDFs or Word  

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

Websites change!  

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

Self-Study Saved 19 Years!
Submission Tips

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

- 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 > 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.