



Self-Study Process

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Self-Study Process Overview

The self-study process is the keystone of institutional assessment, accreditation compliance documentation, and institutional improvement. The maturity of an institution and their leadership capacity is reflected in the quality of their self-study process, and it paves the way for continuous institutional improvement.



Review the purpose and spirit of accreditation and the self-study process.

Purpose

Define the specific terminology related to the self-study process.

Define

Organize for a smooth process - team engagement, schedule, and accountability.

Organize

Explore the best ways to collect documentation and supporting evidence, and write the narrative.

Document

Purpose

Accreditation is designed to foster ongoing systematic self-study with the goal of continuous institutional improvement. The ultimate goal is to better equip institutions to prepare students for a life of service to the glory of Jesus Christ.

An institution must demonstrate it is substantially achieving and can continue to achieve its mission and the Standards for Accreditation. It must also demonstrate its commitment to ongoing institutional improvement.

Institutions are to affirm, updating as needed, their mission statements; examine evidence for achievement of their mission and goals; identify areas of strength, weakness, opportunity, or threat; and develop plans to address issues.

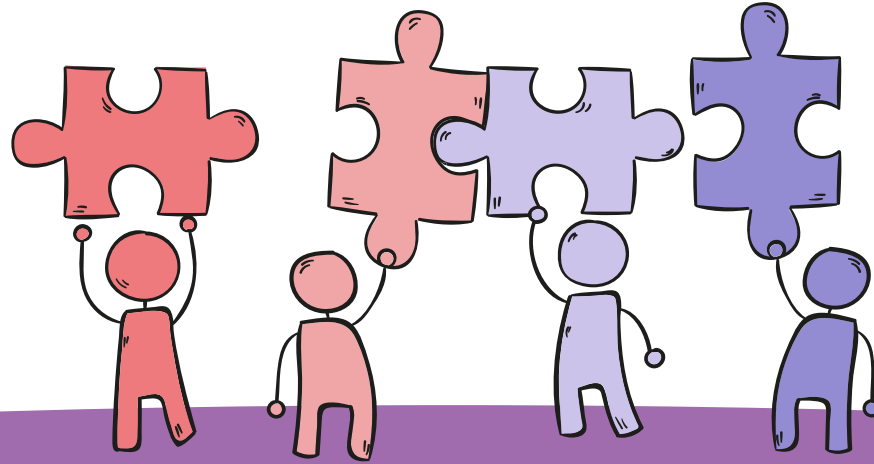
**Philosophy of
Accreditation**

**Principle for
Accreditation**

**Self Study
Process**



Definitions



Mission

Concise statement of the institution's purpose, scope, and intended impact.

Goals

A desire or ambition seeking to be accomplished. "Big picture" statements.

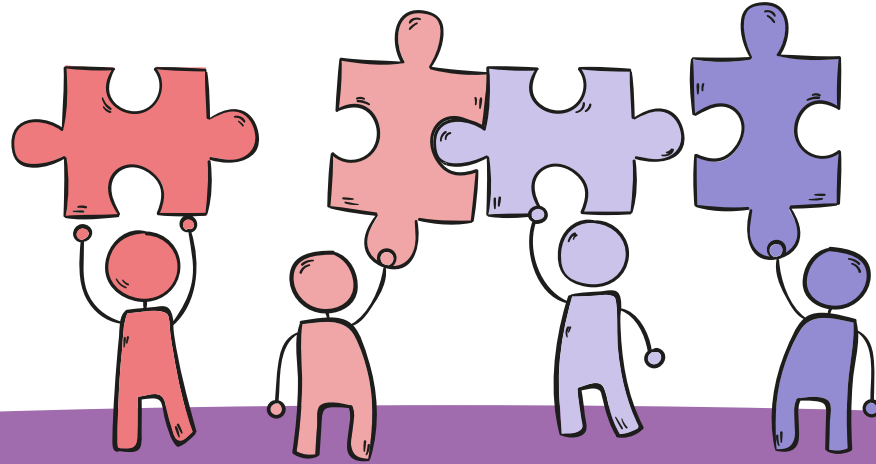
Objectives

Anticipated or intended result of an activity/set of activities that is specific and measurable.

Outcomes

Consequence or end-result of activities that have been measured and can be demonstrated to be the product of activities.

Definitions



Assessment Plan

A written description of the institution's ongoing assessment activities. Identifies: instruments, cycles of assessment, schedules, and benchmarks.

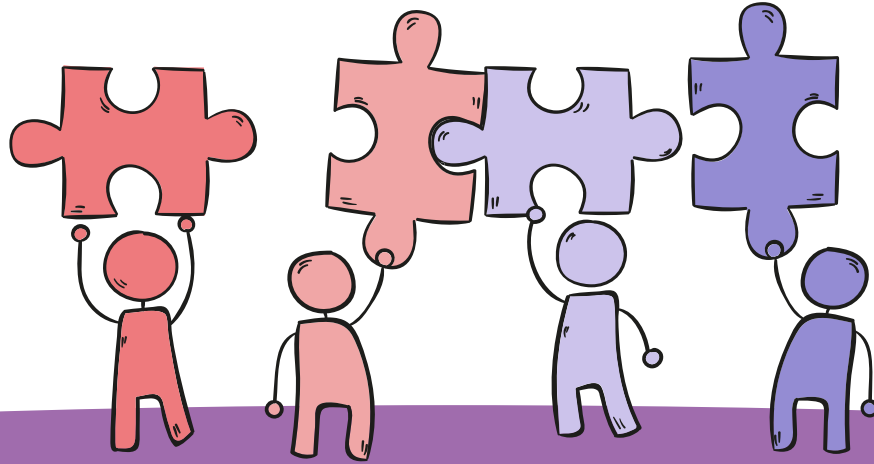
Compliance Document

Self-study report that assesses the extent to which an institution satisfies the ABHE standards and essential elements.

Improvement Plan

A written description of the institution's plans for the next 3-5 years, including: timeframes, strategies, responsible parties, and cost analysis.

Definitions



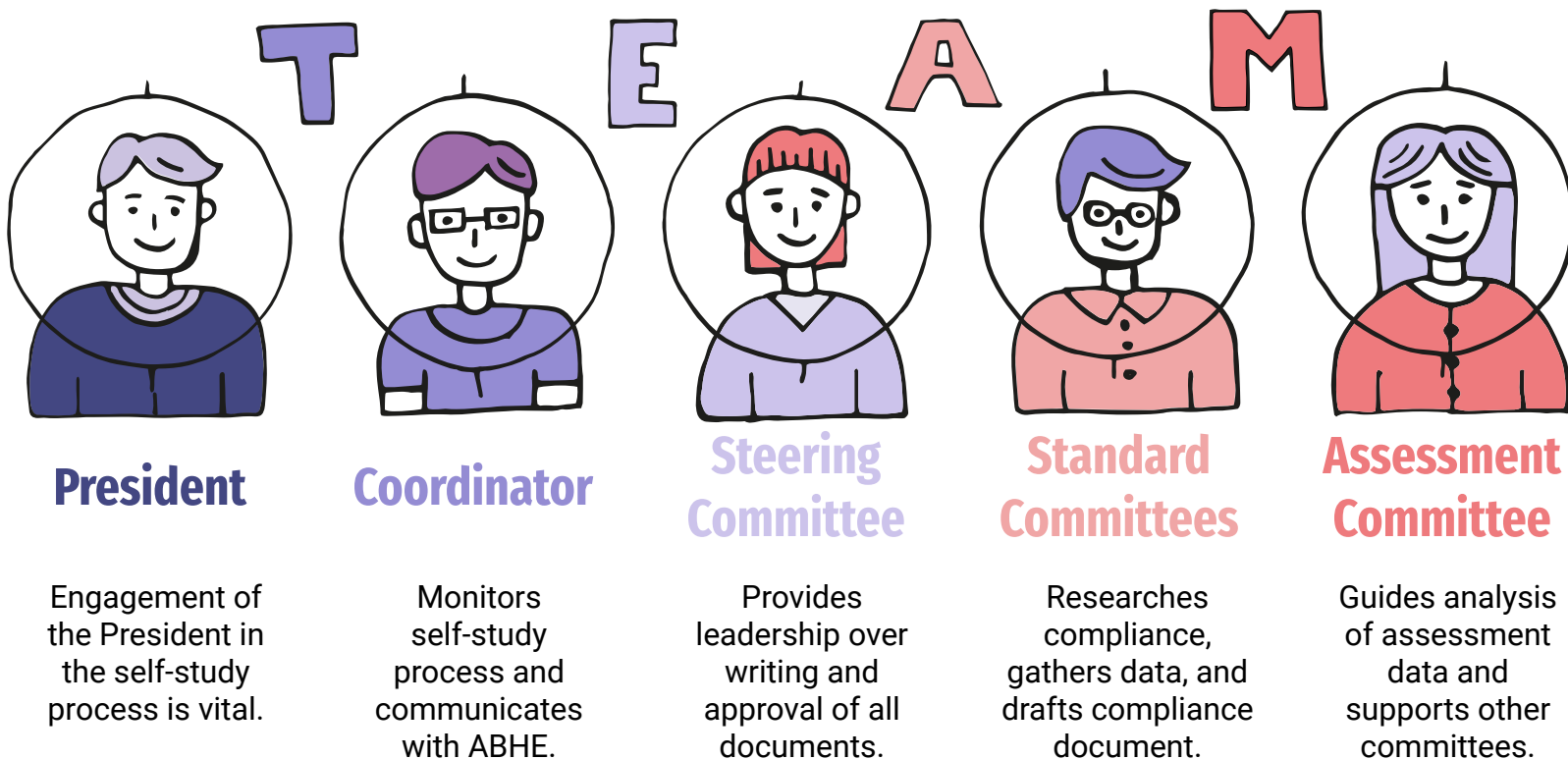
Statistical Abstract

Overall summary of the institution, programs, enrollment, salary, library, finance, and ministry formation data.

Exhibits

Evidence of claims made in the Compliance Document. Exhibits should be numbered and referenced by number in the Compliance Document.

Organization of the Self-Study Process



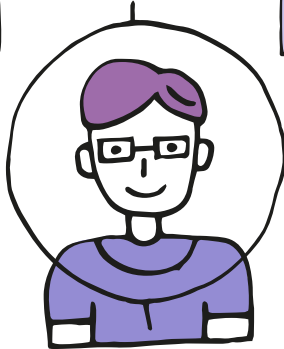
Organization of the Self-Study Process

T E A M



Planning Committee

Determines
action plan
based on
assessment
results.



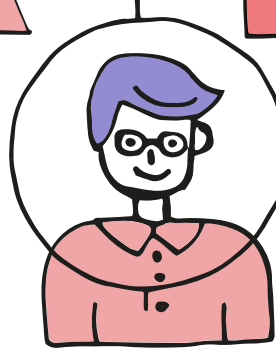
Writer/Editor

Edits the
document into
a consistent
voice/narrative.



Document Finishers

Proof and
address form
issues.



Tech Team

Add exhibit
hyperlinks and
transitions the
document into
final form.



Support Personnel

Data gathering,
formatting,
distribution,
logistics,
scheduling, etc.

Organization of the Self-Study Process

Months before Submission

Activities

18	Develop and approve plan and timeline for self-study.
13-17	Update Institutional Assessment Plan. Gather standards-specific data and research.
10-12	Complete first draft of compliance document.
9-10	Review findings of Assessment Plan and Compliance. Further revision of documents.
7-8	Final document revisions by editor and final approvals of documents.



Organization of the Self-Study Process

Months before Submission	Activities
4-6	Develop Improvement Plan based on results. Revisions of Improvement Plan
2-3	Final revisions and approvals of all documents.
1	Preparation of Data and Documents for submission. Share results with constituents.
0	Submit self-study.



Documentation of Evidence



Programs

List all degrees and majors offered in addition to the academic schedule of the institution (e.g. semester system, quarter system).

Enrollment

Four years of undergraduate and graduate enrollment to include headcount, number of full-time students, and FTE.

Salary

List professional staff data, information about highest earned degrees, and average salaries for faculty.

Statistical Abstract



Library

Four years of information to include: volumes, title, subscriptions, circulation, staffing, and budget/expenses.

Finance

Four years of information to include:unrestricted revenue, financial ratios, plant and equipment, and indebtedness.

Ministry Formation

Brief description of ministry formation and student participation in ministry formation at the institution.

Compliance Document

01

Introduction

Brief history of the institution, statement of its mission and goals, and description of the self-study process.

03

RREs

Self-assessment of the institution's satisfaction of the 14 external requirements. Describe why the institution meets the requirement and cite documents which support rationale.



02

Chapters

1-11

Chapters covering each Standard subdivided into sections by Essential Element. Describe how the institution is meeting each Element and cite exhibits for evidence.

04

Conclusion

Summary of all issues identified as a result of comparing institutional characteristics with Standards for Accreditation. Should point to Institutional Improvement Plan.

Institutional Assessment Plan

Introduction: Provides a brief background on the institution and its mission, the process used in developing the Assessment Plan, and the participants who worked to develop and implement the plan.

Assessment of Student Learning: Section should include outcomes that apply to all graduates and outcomes that apply to graduates of specific programs, means of assessment, benchmarks, and results of assessment efforts.

Assessment of Institutional Effectiveness: Should describe how well the institution functions and performs its various educational and support services, means of assessment, benchmarks, and results of assessment efforts.



Institutional Improvement Plan

Introduction: Provides a brief background on the institution and its mission, the process used in developing the Institutional Improvement Plan, and the participants involved.

Short-Term Plan: Section should include actions steps developed from results of the Assessment Plan which will be implemented in the next 12 to 24 months. Will detail actions, resources, persons, deadline, and anticipated results.

Long-Range Plan: Should describe goals for the next three to four years in the planning cycle.

Conclusion: Summary of results and an outline of the process for renewing the planning cycle.



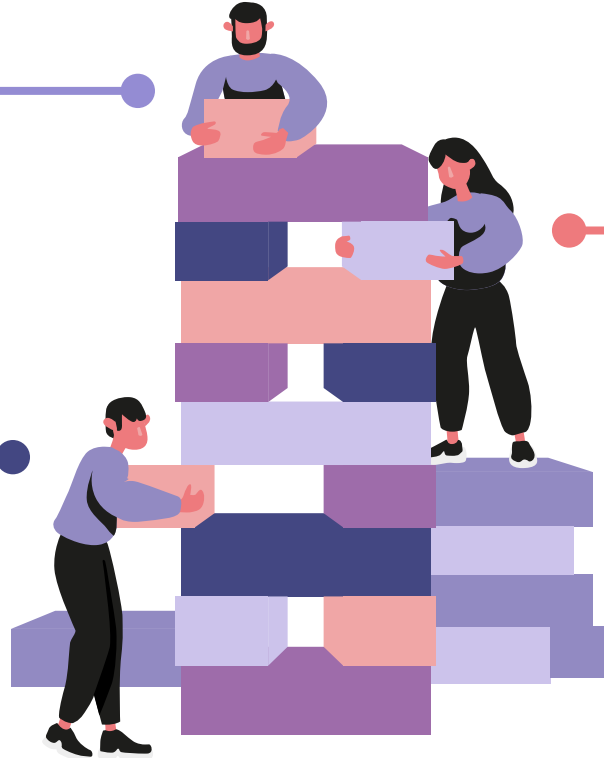
Exhibits

Numbered

Exhibits should be numbered and referenced in the compliance document by their number.

Excerpts Preferred

Only excerpts or single pages should be included. Avoid citing entire catalogs/handbooks for single sentence evidence.



Highlight Specific Evidence

When including a page of evidence with additional text or data, highlight the specific information on the page that is relevant to the Essential Element.



Questions?

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