Team Orientation

Association for Biblical Higher Education
Prayer and Devotional

- Galatians 6:1-3
- Bear one another’s burdens
- Avoid temptation to lord it over them
- Moral/ethical responsibility to uphold ABHE standards
- Prayer
Principle of Accreditation

An institution for Biblical higher education must demonstrate that it is **substantially** achieving and can be reasonably expected to **continue** to achieve its mission and the Standards for Accreditation. It must also demonstrate its commitment to ongoing institutional development.

*2021 COA Manual, P.10*
Responsibilities of a Team

• Objective
• Ethical
• Accurate
• Constructive

Be thinking of...

- Commendations – excellence, unusual progress – limit to one per team member
- Suggestions – advice or counsel – limit to one per team member
- Recommendations – issues of non-compliance with standards
  - MUST be clearly related to a standard and/or essential element
  - MUST NOT direct as to how to come into compliance
  - TRY to combine items from one standard into one recommendation

*Please Note: The goal is NOT to identify as many recommendations as possible*
Remember...

Never share the Team’s overall recommendation
Interviewing Tips

- Ask open ended questions
- Don’t ask for judgments
- Ask more than one person
- Keep focused
- Get answers

Focus on:
  - Verification
  - Non-compliance; if in doubt about compliance, ask
Report Writing

• Keep reports brief
• Use complete sentences
• Refer to the school as “the Institution”
• Refer to the Compliance Document as “the Report”
• “The Team” suggests, recommends, commends
• Format references to standards as “Standard 1, EE 4”
• Use Times New Roman 11pt font. Suggestions, commendations, recommendations **bolded**
• Double space, indent first line, no line between paragraphs, one space after periods.
• Every Essential Element MUST BE evaluated – identify every EE in the narrative this way: (EE 1)
• Evaluate every clause in an EE
• Use the language of the Essential Elements
• Keep track of DOE requirements and COE’s
Report Writing

• State the evidence provided to demonstrate compliance
• Evaluate the evidence (relevance, sufficiency, etc.)
• Draw a conclusion as to compliance
• In cases of non-compliance, state clearly the reason for your judgment
• DO NOT just state or list essential elements and state “compliant”
• All standards must include coherent narrative
• Include CSR’s in the narrative, do not just list them at the end
• Limit suggestions, commendations to one per team member
• Include documents reviewed and persons interviewed (titles)
Range of Motions

Candidate Status

Candidate Status is a pre-accredited status granted to those institutions that show promise of achieving accreditation within a maximum of five years.

- Grant candidate status
- Grant candidate status with concern for the following:
  - Grant candidate status and require a progress report within [one year OR two years] addressing the following concerns:
  - Grant candidate status and require a focused team visit within one year to examine progress in addressing the following concerns:
- Defer action on candidate status pending receipt of ...
- Defer action on candidate status for one year and require a special progress report before reconsideration addressing the following concerns:
- Defer action on candidate status for one year and require a focused team visit before reconsideration examining the following concerns:
- Deny candidate status to in light of the institution’s failure to demonstrate satisfaction of the following Standards:
Wrap up

- Any other advice?
- Initial reactions to materials
- Areas of special concern
- Review assignments
- Review schedule
- Team meeting Wednesday afternoon
  - Come with recommendations
  - Prepare to discuss overall team recommendation
- Exit interview Friday morning