

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

2020 Evaluation Team Handbook, p. 13

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

2020 Evaluation Team Handbook, p. 21-22

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