



THE *SELF STUDY*:
Getting started



DEFINITION



Self Study as a formal process

- Critically examines program structure and substance
- Evaluates program's effectiveness with respect to *each* of the Standards
- Identifies strengths and deficiencies
- Indicates where modifications and improvements are necessary

+ THE PRODUCT: your Self Study and its Evidence

THE GOAL of SS

- Demonstrate/Document that the PROGRAM covers the Standards.
- Include **EVIDENCE** to support what you say.
- **BE HONEST.** If you find a flaw, project what you are doing to *FIX* it. It is OK to celebrate your strengths.



+ Self Study



- The Self Study process *results in:*
a **Self Study document**

Self study is now submitted via
WEAVE

+ Understand vocabulary

- Program Director / Program Coordinator
- Public / private
- Single purpose / multi-purpose
- Gatekeeper
- Program v. institution
- Regionally accredited / ABFSE accredited only
- Credit hour / quarter hour



+ Preparation for SS and site visit



Homework:

- Reading list (slide 7)
- WEAVE



From the reading list you will learn



- Self study (comprehensive review)

- Site visit

- How to prepare for both



Reading List

ABFSE Accreditation & Policy manual

- Chapter V – Accreditation procedures
- Chapter IX – Standards (new in 2020)
- Appendix B (fillable forms)
 - Forms B-3, B-4, B-6
 - Possibly B-1 or B-2





READING LIST



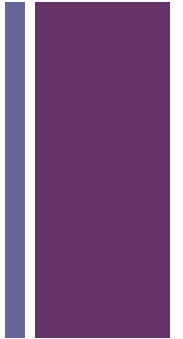
- Chapter V: The Accreditation Procedure
snapshot of the on-site visit *and* what happens after the Team leaves.
- Chapter IX: READ AND RE-READ
these are the Standards you will address in your Self Study.
Team will follow them as they visit your Program.
- **New Standards took effect January 1, 2020**



Accreditation Standards

effective 1/1/2020

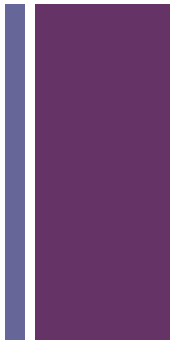
- Sponsorship, Organization & Administration
- Program Learning Outcomes
- Administrative Practices
- Finance
- Curriculum
- Faculty
- Facilities
- Library/Learning Resources
- Students
- Program Planning & Assessment/Evaluation
- Default rates
- Relative to Subject matter
- Length in Credit Hours





APPENDICITIS

- **Appendix B** has forms to submit with the Self Study. *Fillable* versions are available.
- **Appendix C** has suggestions for compiling the Self Study plus a “heads up” on useful evidence to include or have ready on site.
- If you have **ANY** courses offered via **distance**, review **Appendix E**.
DL questions are included in WEAVE – if not, you got the wrong version of the SS.



+ more READING LIST

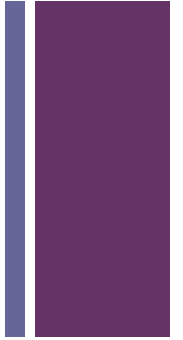


- **Appendix B:** Has forms to attach to your Self Study - Forms B-3, B-4, & B-6.

- **Appendix E:** Required *if* you offer any course (or more) in a distance mode.

+ APPENDIX C: Guide for the Self Study Process and Report

- Review Appendix C for basic recommendations





Form B-6 & Appendix E

- Form B-6 is:
 - “Curriculum Distribution by ABFSE Content Area”
(ties in with Standard 5 curriculum)
- Appendix E – if you offer course(s) via Distance Learning



+ Appendix B (all submit)

- Form B-3

- Transmittal Form
(with signatures)

- Form B-4

- Program and
Institution Data Form
(recently revised; not in
current Manual)
-will receive via e-mail
-with attachments



+ *Some programs submit*

- Form B-1
Application for
Candidacy
- Form B-2
Application for Initial
Accreditation





CANDIDACY



Read Chapter IV. It specifies the points you will need to cover, depending on the conditions under which you are applying.
(see also Form B-1)

Fees in Appendix D

+ INITIAL ACCREDITATION (follows Candidacy)

Read Chapter III.C, (begin pages 3-1),
plus Chapter IX
and Appendix B, C and E.
(See also Form B-2)



+ GETTING STARTED



- **Begin early.** It makes sense to give the process an **academic year.**
- Use a **STEERING COMMITTEE.**
- Do **NOT** try to do it all yourself.



+ Steering Committee

- Let the money gurus work on *FINANCE* Standard.
- Let the library staff do that Standard.
- Ask Student Services and Administration to do their part.
- Get faculty, student and advisory group input on matters close to the program.***

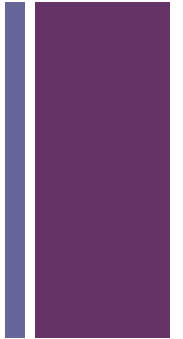


+ View Self study as an on-going process

not a once every 7 years event

When there is an on-going process

- Stress is minimized
- Programs improve
- Change comes in manageable increments



+ Results?

- Make the SS *process* work to **improve** your program.



+

THE SELF STUDY IS KEY

■ TO A SUCCESSFUL SITE VISIT



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