

THE *SELF STUDY*:
Site Visit

+ Site visit follows preparation of the Self Study

Required for:

- RE-accreditation
- Candidacy
- Initial Accreditation

- Focus visits (with specific emphasis)

+ Site visit



- 3 – person team
- Represents COA
- Act as eyes & ears
- Create report used by COA in the accreditation decision



THE SITE VISIT:

- **A Team Chair** (an educator from a discipline other than funeral service, someone with administrative and accreditation experience).
- **A faculty member** with at least five years experience teaching/administering an ABFSE-accredited program.
- **A funeral service licensee** with at least five years of experience as a practitioner.



+ THE SITE VISITORS



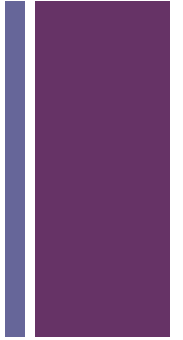
- Expect to learn about a lot about your program through your Self Study *before* they arrive.
- Will focus on seeing evidence too bulky to include (case reports for seven years), on things difficult to prove (rapport) and on places (clinical sites) where written description doesn't tell the whole story.

+ Site visitor duties



- Team members collaborate to review standards:
 - Chair: 1,3, 4, 10, 11*, 12*, 13*
 - Educator: 2, 5,6, 7, 10
 - Practitioner: 4, 6, 7, 8, 9
- Team reviews SS in advance of the site visit
- May request additional evidence

+ What should you do for the visitors?



In consultation with the Team Chair,

- set up housing, ground transport, and meal arrangements for the Team's stay.
- Collaborate with the Team Chair on a schedule in advance of the visit.



For the site visit

- Provide a **private** Team Room where all three can plug in computers; physical evidence should be here & organized.
- Need **internet access**.
- Identify a **different space for interviews** so the Team Room can be used at the same time.





Current On-site schedule

3-day event

- Arrival/first afternoon:
tour selected clinical locations
- Next day: full day on site:
 - Interviews
 - Prepare final draft of team member reports.
- Final morning: exit briefing;
- Final day afternoon: fly out.



+ *Current On-site schedule*

- Sunday arrival – Tuesday departure has been traditional (Tu-Th; M-W, W-F??)
- Students, faculty, administration, etc. must be available for interviews
 - Advisory Board members, too
- Set schedule accordingly



+ *Current On-site schedule*

- Must factor travel time
- Coordinate arrival of team members
Return to airport
- Multiple offerings/degrees require more time to evaluate
e.g. degree + diploma; Assoc & Bachelor;
Distance Ed offering





YOU'LL KNOW THE RESULTS



- Visit concludes with an exit interview, the visitors will share their findings.
- If the visit *discovers* something, you will have time to begin fixing it before you meet the COA.



After the site visit, WHAT'S NEXT?



- Within 30 days: the Team Report goes to the ABFSE.
- Within 45 days: the ABFSE Executive Director submits the Report to the chief administrator of the institution/program.
- The institution/program has the opportunity to comment on the Report and to file materials addressing the facts and conclusions in the Report before the Committee on Accreditation (COA) meeting takes place.
- At the appropriate COA meeting, the program/institution will be able to address the COA before it makes its decision on accreditation.
- (note: COA meets April & October)



Remember

- Site visit team is ‘eyes and ears’ for COA

- They do **not** make accreditation decisions

- They prepare a report



- Accreditation decisions are made by the COA!!!!

