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.
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.
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)
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 \textit{process} work to \textbf{improve} your program.
THE SELF STUDY IS KEY

TO A SUCCESSFUL SITE VISIT

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