THE *SELF STUDY*:
General Suggestions
THE SELF STUDY IS KEY

TO A SUCCESSFUL SITE VISIT
Preparation for SS and site visit

Homework:

- Reading list (slide 7)
- WEAVE
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
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.
Results?

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

- Program Director pulls the SS together.

- PD acts as Quarterback to ensure that the right things are being done. Hands off assignments to the people best positioned to get the job done.

- Be sure to respond to each Standard

- N/A is appropriate sometimes, but not as an excuse
The Self Study should consider the past, the present, and the future of your program.

Where will you be going in terms of the Standard? Is change on the horizon? Will you tinker with some aspect of your program to improve it? = Projection.

You can talk about it!
Feel free to tout the program’s STRENGTHS (with examples and evidence).

You can discuss FLAWS you’ve fixed and problems that you’ve discovered through the process that still need to be corrected. What are you doing about this?
After completing the descriptive questions for the standard you are invited to provide a summary of the program’s compliance efforts. (optional).

This summary would include analysis of the effectiveness of practices with attention to strengths, weaknesses, achievements and problems etc.

Projection includes future plans to enhance strengths or correct weaknesses.
Review grammar, spelling, etc. for professional results. Be sure the language makes sense to an outsider.

Review, don’t rely on spleen check!! Proof read.

Ensure that necessary evidence is provided.

Missing parts complicate the site visit. Raises questions? What are you trying to hide?
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.
Distance Education
(20 of 56 programs had DE grads in 2020
28 of 56 offered some funeral courses via DE)

- Inform the ABFSE office if you offer 50% or more of your program via DE
  (requires approval via Substantive Change if this is new; does not include adjustments due to the Covid response)

- Response to DE questions becomes part of your SS.

- These q’s are to be answered **IF** your program identified as offering DE.
Recommendation

Sign-off
Be sure necessary approvals are received.

ABFSE doesn’t care about *sign-offs*, but your Admin probably does. Don’t let approvals be reason for missed deadlines.
IS THIS TORTURE?

• Only if you lose sight of the purpose of the self study process.

• Self study is intended to make you periodically reflect on the whole program, on the issues, forms, published materials, and processes that might be improved.

• Get other stakeholders involved!