

THE *SELF STUDY*: **General Suggestions**

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THE SELF STUDY IS KEY

■ TO A SUCCESSFUL SITE VISIT



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+ Preparation for SS and site visit

Homework:

- Reading list (slide 7)
- WEAVE

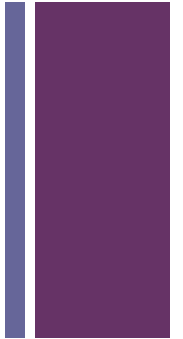


+ View Self study as an on-going process

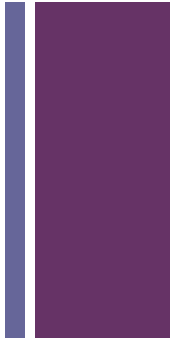
not a once every 7 years event

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?

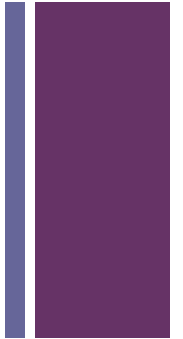
- Make the SS *process* work to **improve** your program.



+ THE PRODUCT: your Self Study and its Evidence

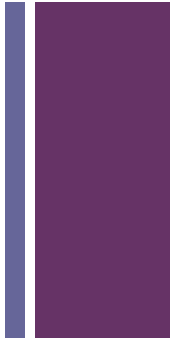
THE GOAL of SS

- 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.



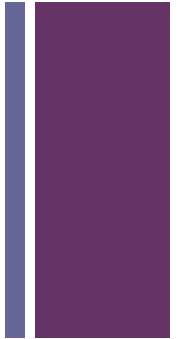
+ thoughts

- 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



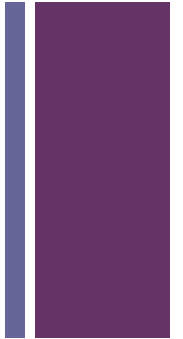


???????



- 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!

+ VIRTUES AND VICES



- 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?



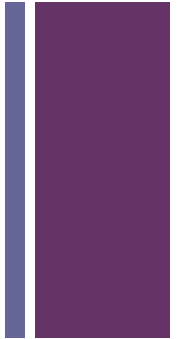
- After completing the descriptive questions for the standard you are invited to provide a summary of the program's compliance efforts. (optional).
- This summary would include analysis of the effectiveness of practices with attention to strengths, weaknesses, achievements and problems etc.
- Projection includes future plans to enhance strengths or correct weaknesses.





External EDITOR

- 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

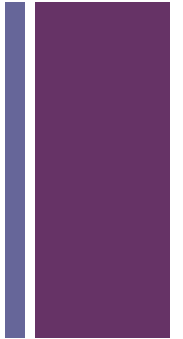
Be sure necessary approvals are received.

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!

