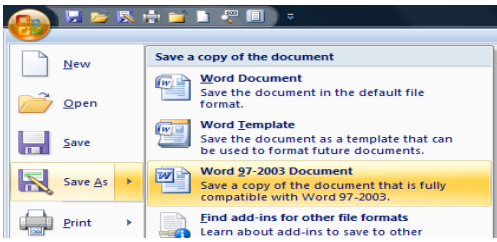


# USING THE REPORT TEMPLATES

(Please provide comments and feedback regarding the new format to [arowe@abhes.org](mailto:arowe@abhes.org).)

<p>Open the template. Immediately save the new document as you normally do.</p> <p><i>Note:</i> If you are using Microsoft Office 2007, click the Office Button, choose Save As, and then select Word 97-2003 Document. This will ensure that your report is readable by someone using an earlier version of Office.</p>	
<p><b>Cover page:</b> Click on each shaded box. Type the requested information. As you type, the shaded box will disappear.</p>	<p><b>ABHES ID CODE:</b> <u>ST 102</u></p> <p><b>NAME OF INSTITUTION:</b> <u>Best Institution</u></p> <p><b>ADDRESS:</b> _____</p> <p><b>CITY:</b> _____ <b>STATE:</b> _____ <b>ZIP:</b> _____</p>
<p>Select an option box (such as <input checked="" type="checkbox"/> Initial or <input checked="" type="checkbox"/> Recycle) by clicking it (clicking again will unselect the box). <i>Note:</i> You do not need to have the forms toolbar displayed to complete this form.</p>	<p><b>VISIT TYPE:</b> <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> RECYCLE</p> <p><b>VISIT DATE:</b> _____</p>
<p>Click on each shaded box. Type the requested information. As you type, the shaded box will disappear. For Program Specialists, list individuals name, credentials and programs reviewing</p>	<p><b>TEAM LEADER:</b> <b>Sally Ogleby, M.Ed.</b></p> <p><b>PROGRAM SPECIALISTS:</b> <b>Dan Woodburn, CMA – Medical Assisting, Phlebotomy Technician</b></p> <p><b>Audrey White, CST – Surgical Technology</b></p>
<p><b>Criteria section of the report:</b> If you select <i>Meets Standard</i>, no explanation is necessary. <i>Note:</i> Selecting <i>Meets Standard</i> may infrequently necessitate providing information (i.e. The institution <i>Meets Standard</i> for Safety, however you feel it important to note: The institution is reminded that the expiration date for inspection of the fire extinguishers expires in 30 days. Follow the instructions below for typing comments.</p> <p><i>Note:</i> If the team report has questions written in the comment box, it is important the questions are answered. The team report is not considered complete without these questions answered.</p> <p>If you select <i>Violates Standard</i>, type in the box under the compliance rating exactly what aspect was in noncompliance. Please <u>be specific and detailed</u> and write in complete sentences. Your explanations are shaded for easy identification. Type in regular font. Microsoft's form feature does not permit bolding.</p> <p>If you select <i>Not Applicable</i>, type in the box under the com-</p>	<p><b>V.B.2. Competencies required for successful completion of a program are identified in writing and made known to students.</b></p> <div style="border: 1px solid black; padding: 5px;"> <p>Compliance Rating: <input type="checkbox"/> Exceeds Standard <input checked="" type="checkbox"/> Meets Standard <input type="checkbox"/> Violates Standard <input type="checkbox"/> N/A</p> </div> <p><b>IV.H.1 An institution complies with the requirements of Appendix B, Standards of Satisfactory Academic Progress.</b></p> <div style="border: 1px solid black; padding: 5px;"> <p>Compliance Rating: <input type="checkbox"/> Exceeds Standard <input type="checkbox"/> Meets Standard <input checked="" type="checkbox"/> Violates Standard <input type="checkbox"/> N/A</p> <p>The SAP is not in compliance with the <i>Accreditation Criteria</i> in that the policy does not specify how long a student may remain on probation.</p> </div>

<p>pliance rating exactly why it is not applicable. Selecting <i>Not Applicable</i> is not a citation.</p> <p>If you select <i>Exceeds Standard</i>, type in the box under the compliance rating exactly what the institution has done above and beyond what is required by the standard.</p>	<p><b>V.G.2. Accurate records of graduate placement and related activities are maintained for the program.</b></p> <p>Compliance Rating: <input type="checkbox"/> Exceeds Standard <input type="checkbox"/> Meets Standard  <input type="checkbox"/> Violates Standard <input checked="" type="checkbox"/> <b>N/A</b></p> <p><i>This is an initial applicant. There are no graduates. The first graduating class will be August 20XX.</i></p> <p><b>V.E.2.a. Faculty consists of qualified individuals who are knowledgeable and current in the specialty field.</b></p> <p>Compliance Rating: <input checked="" type="checkbox"/> <b>Exceeds Standard</b> <input type="checkbox"/> Meets Standard  <input type="checkbox"/> Violates Standard <input type="checkbox"/> N/A</p> <p><i>All faculty hold at least a bachelor's degree in their field of teaching supplemented by at least three year's experience in the field and bi-annually return to the field for additional experience. This is exceptional.</i></p>
<p>When you arrive at a section that requires that you indicate if the institution has met the item, place your cursor in [ ] and type X where it applies, NO where it does not meet the requirement or N/A if the item is not applicable.</p>	<p><b>Subsection 1 – Program Effectiveness</b></p> <p>1. <u>  X  </u> Describes the objectives of the program(s).  2. <u>  NO  </u> Describes student populations.  3. <u>  N/A  </u> Describes types of data used for assessment.</p>
<p>When saving the document use the institution's ID number, name of the report, and year,</p>	<p><b>Example:</b>  I-260-03 ADM RPT 2010</p> <p><i>or for an initial (Best Institution)</i></p> <p>BI ADM RPT 2010</p>

**STYLE POINTERS WHEN WRITING THE TEAM REPORT(note underlined):**

**NAMES AND TITLES**--Use a person's full name, followed by the person's job title in lowercase letters the first time. Thereafter, use either a personal title ("Ms." rather than "Mrs.") and last name or the job title.

In an interview with Joy Seaton, director of admissions, and Scot Jones, coordinator of the Allied Health Department, Dr. Seaton (or the director of admissions) stated that all students had...

**NOTE:** *positions are NOT capitalized.*

The team found (rather than *I* or *We*)

...in the course MA 300 (Anatomy and Physiology III), the prerequisites...

The institution's retention rate is 85% (instead of 85 percent)

...according to the Self Evaluation Report

...in-service

...last reviewed by the Commission on May 14, 2010, and

...the institution (instead of the school, college, or university)

...the instructors or the faculty (instead of the teachers)

The Annual Report (AR)... The AR...(spell out the first time, use initials thereafter)

...who holds associate's and bachelor's degrees in computer science from Ball State University and a master's degree in psychology from Indiana University

...are shown on pages 24-25 of the institution's 2010-2011 catalog (instead of current catalog)

There are nine full-time members of the faculty. There were ten graduates, six were placed in-field, and four were placed in a related field (ten and under spell out).

There are 12 part-time faculty members, 8 of which have been with the institution for over 15 years (mix of over ten and under ten all numbers).

Twenty members of the faculty were in attendance at the faculty meeting scheduled to discuss the results of the graduate and employer surveys (numbers appearing at the beginning of a sentence are spelled out).

Students are evaluated at the end of each quarter, ensuring (*to make sure*) compliance instead of insuring (*protect against loss*) or assuring (*to give confidence*).