



## MEETING ROOM MATERIALS Institutional Accreditation Visit

A private room must be provided with **work space for team members to comfortably spread out to work**. The room must have a **computer with internet access** for the team. If available, wireless internet access or Ethernet cables and power strips for team members with laptop computers are appreciated. Any surveillance equipment and/or recording devices in the facility need to be disclosed to the team.

The following documentation must be in hard copy and labeled according to the numbers below and placed in an orderly fashion in the meeting room prior to the team's arrival.

1.	A complete copy of the ABHES Self Evaluation Report, including Exhibits and Updated Information.
2.	Any correspondence with ABHES since submission of the SER (for currently accredited institutions this should include program applications and approvals or discontinuations).
3.	ABHES Accreditation Workshop Certificate.
4.	A copy of the institution's current catalog with any current addenda.
5.	A staff roster, including names and titles.
6.	Files for key administrators (e.g., Campus President, Director of Education, Director of Admissions, etc.) including job description, resume/CV, and recent professional development.
7.	Schedule of classes (course numbers, course titles, meeting times, room numbers, instructors, and the enrollment roster for each class on the day(s) of the visit).
8.	A list of all students enrolled as of the day of the visit, including name, program, and enrollment (D/E).
9.	A list of students per program who have graduated, including the graduation dates, from the institution within the 12 month period prior to the visitation.
10.	A list of students per program who were terminated or withdrawn from the institution within the 12 month period prior to the visitation.
11.	A list of students per program who were on a Leave of Absence from the institution within the 12 month period prior to the visitation.
12.	A list of Ability-to-Benefit students per program who were enrolled within the 12 month period prior to the visitation.
13.	Clinical Experiences/Externship information: affiliation agreements as applicable (sorted by active, inactive, and pending) and site viability evaluations. A list of current extern students, identifying each student's externship site(s), date/time of externship, supervisor's name, and contact telephone number.
14.	<u>Currently accredited institutions</u> – Most recent ABHES Annual Report with Backup Documentation. Also provide any correspondence and supporting backup related to outcomes reporting pertaining to the most recently submitted Annual Report. <u>Initial applicants</u> – Backup documentation (available at <a href="http://www.abhes.org/annualreport">http://www.abhes.org/annualreport</a> ) must be provided to support the retention, credentialing, and placement rates for the last July 1 through June 30 period.

15.	Complete program curricula, including syllabi and lesson plans/instructional content used for all programs. Please be advised that the team may request to see the current textbooks while on site.
16.	Documentation for each credit-awarding program that supports the required outside (preparation) hours as presented on course syllabi. Such documentation may include, but is not limited to, institutional (or program) policies and procedures that justify, clarify, and/or support the institution's assignment of the outside hours.
17.	The examination series and competency evaluation forms for each program including the process used to assess each competency required for successful program completion.
18.	Program Advisory Board Meeting Minutes for the past two meetings and a list of board members noting their role on the Advisory Board and qualifications for that role.
19.	Program Effectiveness Plan(s), including supporting documentation. Executed constituency surveys must be provided.
20.	A list of all current faculty, by program. Faculty personnel files, which contain all items of Appendix E, Section B of the <i>Accreditation Manual</i> (these files may be provided upon the team's arrival for security purposes).
21.	Documentation of in-service training provided in the last twelve months, including evidence of faculty attendance.
22.	Minutes of faculty meetings held within the past 12 months and evidence of distribution to personnel and interested parties.
23.	A floor plan of the institution.
24.	Copies of the following documents: State License/Approval; Current Fire/Safety Inspections; Eligibility and Certification Approval Report (ECAR), Program Participation Agreement (PPA), and Title IV Financial Aid Compliance Audit, if applicable.
25.	For renewal applicants: Any correspondence with the U.S. Department of Education and state approving agencies since the institution's most recent grant was issued.
26.	Copies of all advertising.
27.	Admissions/Recruitment staff training materials and scripts.
28.	Published Grievance Policy and Complaint File.
29.	Copy of the Emergency Preparedness Plan.
30.	Blank copies of student survey provided by ABHES; print double-sided.
31.	Current Edition of the Core Curriculum for Surgical Technology (if applicable).
32.	Completed Attestation of State Authorization form ( <a href="http://www.abhes.org/forms">http://www.abhes.org/forms</a> ), if operating outside the institution's home state.
33.	Initial institutional applicants offering continuing education courses only - (1) a summary of the educational objectives, schedule of instruction, course/program description, and delivery method for any currently offered continuing education courses; (2) a description of the intended audience to include the criteria for enrollment (prerequisites, licenses, prior education, etc.) for any currently offered continuing education courses; (3) copies of publications used to identify the continuing education courses; and, (4) a copy of the document used to demonstrate successful completion of the continuing education course.
34.	Copies of executed consortium agreements, articulation agreements, and third-party contracts, which provide for a portion of student instruction in a program, and documentation of ABHES approval of the agreement.