



# ABHES BULLETIN

To: ABHES-Accredited Institutions and Programs  
Interested Parties

From: India Y. Tips, Executive Director

Date: March 3, 2022

Subject: Call for Committee Member Nominations

Many of the greatest ideas and discoveries come from a diverse mix of minds, backgrounds, and experiences. ABHES continues to build an inclusive culture that encourages, supports, and celebrates diversity, which drives innovation and connects us closer to our communities of interest. This Call for Committee Member Nominations is for the Committees listed below for new terms beginning on July 1, 2022 through June 30, 2023. ABHES is seeking interested individuals from ABHES-accredited institutions, programs, and other interested parties meeting the enclosed list of qualifications. Interested individuals may nominate themselves or other qualified candidates by completing and submitting the [Committee Nomination Form](#) and all required documents by **April 4, 2022**, to [info@abhes.org](mailto:info@abhes.org).

- **Annual Conference Committee**
- **Distance Education Committee**
- **Pharmacy Technology Program Advisory Committee**
- **Medical Assisting Programmatic Accreditation Committee**
- **Medical Laboratory Technology Programmatic Accreditation Committee**
- **Surgical Technology Programmatic Accreditation Committee**

## Overview

Each Committee has its own charge and focus area. Committees require its members to be knowledgeable about the higher education landscape and the accreditation environment with the ability to identify issues that may affect quality education and associated interests of students and the public in addition to ABHES accredited institutions and programs, accreditation standards, policies, or procedures. Committee members will be tasked with providing to the Commission: 1) commentary on proposed or existing standards, policies, and procedures related to the Committee's specialty area; 2) written input on related policy documents and matters; and 3) timely attention to emerging trends and action plans based upon the monitoring of specific committee-related specialty areas and/or accreditation policy issues, as appropriate. Each Committee will be comprised of three to five members, plus select ABHES Commissioners and staff.

Each committee will review, as applicable, current program or specialty specific standards, including applicable regulatory and credentialing requirements. Subsequent to each committee's deliberations, any proposed

changes to the *Accreditation Manual* will be reviewed and approved by the Commission, and then sent to ABHES-accredited institutions, programs, and the public for comment.

Benefits of participation include opportunities to contribute to policy discussions, development, and revision, in addition to interacting with members from ABHES-accredited institutions and programs, who have experience in the industry standards specific to each committee's specialty area.

#### Time Commitment

Committees generally meet virtually at least for two hours twice annually and more frequently as needed. Meetings will likely require at least one hour of preparation to review provided materials in advance. Although meetings are held virtually, they require each Committee member's undivided attention and active participation for the duration of each meeting. **Each committee member will be appointed for a one-year term, which will begin on July 1, 2022, through June 30, 2023.**

#### Qualities

Ideal candidates:

- Demonstrate a sincere interest in education and accreditation policy beyond the focused interests of her/his institution or agency;
- Exhibit willingness to learn and think about policies and regulations related to ABHES' priorities;
- Have strong attention to detail with the ability to prepare written comments on draft policy and other documents for the Commission's consideration; and
- Can be relied upon to respond to requests and actively participate in meetings.

Qualified individuals must submit a one-page cover letter detailing interest in serving on the specified committee; expertise; experience level; and current level of involvement in the committee's specialty area. Be sure to include a current resume or curriculum vitae to [info@abhes.org](mailto:info@abhes.org). Please be advised that positions are limited and only those most qualified will be selected. **Submissions must be received no later than April 4, 2022.**

Please contact ABHES at (703) 917-9503 or email [info@abhes.org](mailto:info@abhes.org).

## ABHES Committee Qualifications

Interested individuals must meet the following criteria:

### 1. Annual Conference Committee

- Knowledge and understanding of the higher education landscape to assess institutional needs as to define annual conference objectives in alignment with ABHES and stakeholder needs.
- Event management related experience preferred.
- Ability to serve as an active advocate and ambassador for ABHES and fully engage in identifying and securing resources, speakers, and partnerships necessary for ABHES to advance its annual conference program by leveraging connections and networks.
- Experience with marketing and public relations activities for events.
- Outstanding communication and planning abilities.
- Attended a past ABHES conference a plus!

### 2. Distance Education Committee

- At least two years of experience in an academic position designing or developing, teaching and/or evaluating distance education courses at a postsecondary institution accredited by an agency recognized by the Secretary of the U.S. Department of Education or Council on Higher Education Accreditation (CHEA).
- Knowledge of and ability to review general compliance with federal regulations required to be evaluated by accrediting agencies related to distance education.
- Evidence of training and/or experience in evaluating instructional effectiveness of distance education faculty within the past two years.
- Distance education training in instructional methodology, including delivery, testing and evaluation, and other techniques necessary to effectively teach and/or oversee the quality of education delivered in the distance education environment.
- Experience in managing or oversight of a distance laboratory experience (e.g., virtual, simulation, remote, or training kit-based instruction) a plus!

### 3. Program Committees (Pharmacy Technology Program Advisory Committee, Medical Assisting Programmatic Accreditation Committee, Medical Laboratory Technology Programmatic Accreditation Committee, Surgical Technology Programmatic Accreditation Committee)

- Faculty: Possess a minimum of three (3) years of experience as a program director or didactic faculty member of a specified program area, including experience in curriculum development, and hold a current credential in the specified program field or similar program from a nationally recognized and accredited credentialing agency.
- Practitioners: Possess a minimum of five (5) years of practical experience in the field and hold a current credential in the specified program field or similar program from a nationally recognized and accredited credentialing agency.
- Communities of Interest: Represent a constituency relevant to the programmatic standards, such as members of the public, students/graduates of accredited programs, and representatives of credentialing agencies and professional associations, and demonstrate experience in and commitment to the fields.