



## MEETING ROOM MATERIALS

### Distance Education

**PLEASE NOTE:** The team may request any materials be made available hard copy on-site.

The following items must be provided electronically to the team in accordance with the File Sharing Requirements at <https://abhes.org/resources/#Forms>. These items must be shared by the due date listed in the visit confirmation letter.

FOLDER	DESCRIPTION
1. Application and/or Chapter IX SER Narrative	A complete copy of the application materials, including any exhibits, originally submitted to the ABHES office (or if renewal or initial visit, the SER with Chapter IX completed).
2. Staff Roster & Current Org Chart	A staff roster, including names and titles. A current organizational chart.
3. Class Schedules a. Program Name 1 b. Program Name 2...	Schedule of current classes offered, including course numbers, course titles, meeting times, room numbers, instructors, and the enrollment roster for each class on the days of the visit. Note if the course is residential, blended, or full distance education delivery method. If delivered via distance education, note synchronous or asynchronous.
4. Current DE Student Lists - Program Name 1 Student List - Program Name 2 Student List...	A list of all students enrolled as of the day specified in the confirmation letter, including name, program, and total enrollment by program. Include the student's start date and state where the student is physically located.
5. Out-of-State DE Student Lists - Program Name 1 Graduate List - Program Name 2 Graduate List...	A list of students receiving distance education offerings outside the state in which the campus is physically located, grouped by state and program, within the 12-month period prior to the visitation.
6. Clinical Experiences a. Program Name 1 - Clinical Experiences Information Form - site viability evaluation for each listed active site - current, signed affiliation agreement for each listed active site	The Clinical Experiences Information Form found at <a href="https://abhes.org/resources/#Forms">https://abhes.org/resources/#Forms</a> must be provided for each program with an external clinical experience. Affiliation agreements and site viability evaluations are to be provided for each active site.

b. Program Name 2...	
7. Program Curricula a. Program Name 1 - Syllabi - Lesson plans/instructional content used b. Program Name 2...	Complete program curricula, including syllabi and lesson plans/instructional content used for all programs.
8. Program Advisory Board a. Program Name 1 - Advisory Board Information Form - Minutes and distribution for the past twelve months b. Program Name 2...	Program Advisory Board Meeting Minutes from the past twelve months. Provide evidence of distribution of meeting minutes.  The Advisory Board Information form found at <a href="https://abhes.org/resources/#Forms">https://abhes.org/resources/#Forms</a> must be provided for each program in addition to documentation to substantiate the members' qualifications for their role, particularly for the DE specialist (such as resume, or other evidence of professional distance education background of the participating member with distance education knowledge and expertise).
9. Orientation Documents	Copy of distance education student orientation materials or a link to the orientation.
10. DE Agreements & Contracts - Articulation Agreements and ABHES Approval - Consortium Agreements and ABHES Approval - Education Provider Agreements and ABHES Approval - Service Contracts	Copies of executed articulation agreements, consortium agreements, and education provider agreements for entities regarding distance education (including LMS, if applicable).
11. Catalog and Addenda - Catalog - Addenda	A copy of the institution's current catalog including any current addenda. Provide a table of contents indicating what page(s) each requirement of Appendix C, Catalogs is located on.
12. Attestation of State Authorization Form	Completed Attestation of State Authorization form found at <a href="https://abhes.org/resources/#Forms">https://abhes.org/resources/#Forms</a> , if operating outside the institution's home state.
13. DE Approvals	Copies of all approvals for distance education – ABHES, institutional accreditor (if applicable), and all states in which the institution/program operates.
14. Budget	Copy of institutional budget, which evidences sufficient funds allocated to support distance education.

The following items [may be provided hard copy in person or you may elect to provide them electronically](https://abhes.org/resources/#Forms) to the team per the File Sharing Requirements at <https://abhes.org/resources/#Forms>. These items must be provided to the team at the start of the visit (9am of the first day of the visit).

FOLDER	DESCRIPTION
A. Faculty Personnel Records a. Program Name 1	A list of all current program faculty instructing via distance education.

<ul style="list-style-type: none"> <li>- List of all current program faculty <ul style="list-style-type: none"> <li>o Faculty Name 1 (Last Name, First Name) <ol style="list-style-type: none"> <li>1. Signed job descrip</li> <li>2. Resume/CV</li> <li>3. Educational transcripts</li> <li>4. Current license/credential</li> <li>5. Annual performance eval within past 12 months</li> <li>6. 30-day classroom eval</li> <li>7. Professional development within past 12 months</li> <li>8. In-service training within past 12 months</li> <li>9. ABHES Faculty Data Sheet</li> <li>10. Hep B documentation</li> </ol> </li> <li>o Faculty Name 2...</li> </ul> </li> <li>b. Program Name 2 <ul style="list-style-type: none"> <li>- List of all current program faculty <ul style="list-style-type: none"> <li>o Faculty Name 1...</li> </ul> </li> </ul> </li> </ul>	<p>Faculty personnel files, which contain all applicable items of Appendix E, Section B of the <i>Accreditation Manual</i>; evidence of training in effective distance education instructional methods; evidence of training in the use of the learning management system (LMS); and, evidence of professional development or in-service specific to distance education pedagogy (these files may be provided upon the team’s arrival for security purposes).</p>
<p>B. DE Related Personnel Records</p> <ul style="list-style-type: none"> <li>a. Personnel Record 1 (First Name Last Name – Job Title) <ol style="list-style-type: none"> <li>1. Signed job descrip</li> <li>2. Resume/CV</li> <li>3. Prof Dev</li> </ol> </li> </ul>	<p>Employment files for any individual responsible for monitoring, supervising, evaluating, and/or developing and delivery of distance education.</p>

A private room must be provided with workspace for team members to comfortably spread out to work. The room must have a computer with internet access for the team and wireless internet access or Ethernet cables for team members. **Any surveillance equipment and/or recording devices in the facility need to be disclosed to the team.**

The following items must be provided hard copy in person and placed in an orderly fashion in the meeting room for each team member prior to the team’s arrival at the start of the visit.

DOCUMENTS	DESCRIPTION
1. Staff Roster & Current Org Chart	A staff roster, including names and titles. A current organizational chart.
2. Catalog and Addenda <ul style="list-style-type: none"> <li>- Catalog</li> <li>- Addenda</li> </ul>	A copy of the institution’s current catalog, including any addenda. Provide a table of contents indicating what page(s) each requirement of Appendix C, Catalogs is located on.