



ABHES BULLETIN

To: ABHES-Accredited Institutions and Programs
Interested Parties

From: India Y. Tips, Executive Director

Date: March 28, 2023

Subject: Call for Committee Member Nominations

This Call for Committee Member Nominations is for the Committees listed below for new terms beginning on July 1, 2023, through June 30, 2024. ABHES is seeking interested individuals from ABHES-accredited institutions, programs, interested parties, and members of the public 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 28, 2023, to info@abhes.org.**

- **Annual Review Committee (ARC)**
- **Preliminary Review Committee (PRC)**
- **Program Effectiveness Plan (PEP) Taskforce**
- **Appeal Panel Reserve List**

Overview

Committees require 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. 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 specific to each committee's charge.

Each Committee has its own charge and focus area as outlined below.

► **Annual Review Committee (ARC)**

The ARC consists of experienced evaluators, school personnel, public members, and Commissioners. The Committee meets to review submitted Annual Reports and reporting responses related to program outcomes along with supporting documentation (i.e., ABHES Back Up Documentation Forms or required additional rationale documentation).

► **Preliminary Review Committee (PRC)**

The PRC consists of experienced evaluators, school personnel, and public members. Committee members review visitation team reports and institutional responses as well as Commission action letters and institutional responses to those letters, including any other relative information such as applications and Self-Evaluation Reports.

► **Program Effective Plan (PEP) Taskforce**

The Taskforce consists of experienced evaluators, school personnel, public members, and Commissioners. The Taskforce reviews validity and reliability survey results and assess the frequency of PEP standard violations and proposes any needed revisions to the standards and/or training materials. It is also responsible for the upkeep and maintenance of the Online PEP Course on the MaxKnowledge learning platform.

► **Appeal Panel Reserve List**

Composition requirements align with the U.S. Department of Education criteria, which normally include 1) Public member; 2) Administrator in a Healthcare related area; 3) Academician in a Healthcare related area; and 4) Practitioner in Specialty area when applicable. The Appeal Panel reviews the Commission's written findings and the institution's written response detailing grounds for appeal and relevant supporting documents, participates in the appeal hearing, and determines whether the Commission's action was supported by the record.

Qualities

Ideal candidates:

- Demonstrate a sincere interest in education and accreditation policy beyond the focused interests of her/his institution or agency;
- Exhibit a willingness to learn and think about policies and regulations related to ABHES' mission and objectives;
- Have strong attention to detail with the ability to review school responses and apply ABHES standards, or prepare written comments on draft policy and other documents for the Commission's consideration, as applicable to the Committee; and
- Can be relied upon to respond to requests and actively participate in meetings.
- Exhibit attention to detail, conscientiousness, and effective time management.
- Are willing to work independently as well as collaboratively.
- Possess strong writing and verbal communication skills.

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. ABHES is committed to diversity, equity and inclusion and its statement can be viewed [here](#). Please be advised that positions are limited and only those most qualified will be selected. **Submissions must be received no later than April 28, 2023.**

Please contact ABHES at (301) 291-7550 or email info@abhes.org.

ABHES Committee Qualifications & Time Commitment

Interested individuals must meet the following criteria:

1. Annual Review Committee (ARC)

General Qualifications

- Knowledge and understanding of the ABHES Annual Report.
- Experience evaluating policies or standards related to program outcomes, such as placement and retention.
- Familiarity with credentialing exams and employment requirements for health education fields.
- Ability to navigate quantitative reports in Excel.
- Professional experience overseeing or facilitating accreditation activities or reports at an accredited institution preferred.
- Accreditation experience as an on-site evaluator (peer-reviewer) preferred.
- Members of the public are especially encouraged to apply.

Time Commitment

The committee meets twice annually in-person during June and November/December. Meetings are generally three (3) days in length and require preparation. Members should be prepared to complete a majority of their file review prior to the biannual meetings to allow for group discussion and staff collaboration during the meetings. **Each committee member will be appointed for a renewable one-year term, which will begin on July 1, 2023, through June 30, 2024.**

2. Preliminary Review Committee (PRC)

General Qualifications

- Knowledge and understanding of the standards in the ABHES *Accreditation Manual*.
- Experience evaluating institutions and programs with respect to accreditation standards.
- Comfort in making recommendations about compliance.
- Demonstrated ability to summarize, synthesize, and analyze reports and responses.
- Writing ability sufficient to create clear directives to schools.
- Professional experience overseeing or facilitating accreditation activities or reports at an accredited institution preferred.
- Accreditation experience as an on-site evaluator (peer-reviewer) preferred.

Time Commitment

The committee meets twice annually in-person during June and December. Meetings are generally three and a half (3.5) days in length and require significant preparation to review assigned files in advance. Members should be prepared to start and complete a majority of their file review prior to the biannual meetings to

allow for group discussion and staff collaboration during the meetings. **Each committee member will be appointed for a renewable one-year term, which will begin on July 1, 2023, through June 30, 2024.**

3. Program Effectiveness Plan (PEP) Taskforce

General Qualifications

- Expertise in assessment and evaluation for higher education, including the collection of data and relevant analysis.
- Knowledge and understanding of the ABHES *Accreditation Manual*, including student achievement indicators, required satisfaction surveys, and PEP standards.
- or similar documentation.
- Experience building curriculum and learning resources for professional development and training.
- Professional experience with the development and usage of PEPs at an accredited institution preferred.
- Accreditation experience as an on-site evaluator (peer-reviewer) preferred.

Time Commitment

The taskforce meets once in-person, and virtually as needed. Meetings are generally three (3) days in length and require preparation to review provided materials in advance, with the remaining work to be completed during the meeting. **Each taskforce member will be appointed for a one-year term, which will begin on July 1, 2023, through June 30, 2024.**

4. Appeal Panel Reserve List

General Qualifications

- Knowledge and understanding of the standards in the ABHES *Accreditation Manual* and their application in the accreditation process.
- Attention to detail, conscientiousness, and objectivity, to be able to make fair and informed decisions.
- Ability to commit to the preparation necessary to conduct a comprehensive review of an accreditation record.
- Professional experience overseeing or facilitating accreditation activities or reports at an accredited institution preferred.
- Accreditation experience as an on-site evaluator (peer-reviewer) preferred.

Specific Role Qualifications

Applicants must meet one of the following roles as defined:

- **Academic in a Healthcare related area.** Requires at least five years of academic experience on site at a member institution or program, including active participation in an academic capacity in the day-to-day operations of a member institution or program during the three years immediately preceding appointment (those three years may count toward the five-year experience requirement).

- **Administrator in a Healthcare related area.** Requires at least five years of administrative experience in a member institution or program, including active participation in an administrative capacity in the day-to-day operations of a member institution or program during the three years immediately preceding appointment (those three years may count toward the five-year experience requirement).
- **Practitioner in Specialty Area.** Must be currently or recently directly engaged in a significant manner as a health-care related specialist in a field for which ABHES is recognized as a programmatic accreditor (Medical Assisting, Medical Laboratory Technology, and Surgical Technology) by the U.S. Secretary of Education.
- **Public Member.** A Public Member is an individual who is not (i) An employee, member of the governing board, owner, or shareholder of, or consultant to, an institution or program that is accredited by ABHES or has applied for accreditation, (ii) a member of any trade association or membership organization related to, affiliated with, or associated with ABHES, or (iii) a spouse, parent, child, or sibling of an individual identified in paragraph (i) or (ii) of this definition.

Time Commitment

Appeal panels meet as needed throughout the year with hearings typically occurring in April-May and October-November. Hearings are generally one half (0.5) day in length and require virtual pre-hearing training and preparation to review provided materials in advance, with the remaining work to be completed during and after the hearing. **Each appeal panel member will be appointed for a five-year term, or portion thereof, which will begin on July 1, 2023.**