



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS | ABHES

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MEETING ROOM MATERIALS

Distance Education Virtual Visit

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. Updated Materials	Any updated materials not contained in the original application with changes highlighted.
3. Catalog and Addenda a. Catalog b. Adenda	A copy of the institution's current catalog including any current addenda. Table of contents indicating what page(s) each requirement of Appendix C, Catalogs are located.
4. Classes Schedules a. Program Name 1 b. Program Name 2	Schedule of distance education classes (course numbers, course titles, instructors, and the enrollment roster for each class grouped by program and by class as of the day of the visit).
5. 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 your teaching/learning model.
6. Orientation Documents	Copy of distance education student orientation materials or a link to the orientation.
7. Clinical Experiences a. Program Name 1 - master list of clinical site information - master list of current students participating in clinical experiences - site viability evaluation for each site in master list - current, signed affiliation agreement for each site in master list b. Program Name 2...	Clinical Experience/Externship and/or lab information for blended or full distance education students enrolled in a <u>remote</u> clinical experience or lab, if applicable (including student name, place of clinical/lab, dates/times of clinical/lab, supervisor's name, and contact telephone number for the site), viability verification, affiliation agreements for each site <i>currently training</i> students, and monitoring documentation.
8. Current Student Lists DE Students	A list of students currently enrolled in distance education, by program.

<ul style="list-style-type: none"> a. Program Name 1 b. Program Name 2 	
<p>9. Current Student Lists DE Students</p> <ul style="list-style-type: none"> a. Program Name 1 b. Program Name 2 	<p>A list of students receiving distance education offerings outside the state in which the campus is physically located, grouped by state and program.</p>
<p>10. Program Advisory Board</p> <ul style="list-style-type: none"> a. Program Name 1 <ul style="list-style-type: none"> - Minutes and distribution for the past two meetings - List of advisory board members and their roles <p>Program Name 2...</p>	<p>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, 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).</p>
<p>11. Faculty Personnel Records</p> <ul style="list-style-type: none"> a. Program Name 1 (First Name Last Name) <ul style="list-style-type: none"> - List of all current program faculty - Faculty Name 1 <ol style="list-style-type: none"> 1. Signed job descrip 2. Resume/CV 3. Educational transcripts 4. Current license/credential 5. Annual performance eval within past 12 months 6. 30-day classroom eval 7. Professional development within past 12 months 8. In-service training within past 12 months 9. ABHES Faculty Data Sheet 10. Hep B documentation 11. Evidence of training in distance education 12. Evidence in training in the use of the LMS - Faculty Name 2... b. Program Name 2 <ul style="list-style-type: none"> - List of all current program faculty - Faculty Name 1... 	<p>A list of all current program faculty. Faculty personnel files for any individual who teaches distance education (include any individual responsible for externship, if applicable), which contain all 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>12. DE Related Personnel Records</p> <ul style="list-style-type: none"> a. Personnel Record 1 (First Name Last Name – Job Title) 	<p>Employment files for any individual responsible for monitoring, supervising, evaluating, and/or developing and delivery of distance education.</p>

<ol style="list-style-type: none"> 1. Signed job descrip 2. Resume/CV 3. Prof Dev 	
13. Attestation of State Authorization Form	Completed Attestation of State Authorization form, if operating outside the institution/program's home state.
14. DE Approvals	Copies of all approvals for distance education – ABHES, institutional accreditor (if applicable), and all states in which the institution/program operates.
15. DE Related Contractual Agreements	Copies of any contractual arrangements regarding distance education (including LMS, if applicable).
16. Agreements_Contracts <ol style="list-style-type: none"> a. Articulation Agreements and Approval b. Consortium Agreements and Approval c. Third-Party Contracts and Approval 	Copies of executed articulation agreements, consortium agreements, and third-party contracts, which provide for a portion of student instruction in a program, and documentation of ABHES approval of the agreement.
17. Budget	Copy of institutional budget, which evidences sufficient funds allocated to support distance education.