



## 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.
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 Experience/Externship Information Form - site viability evaluation for each listed active site - current, signed affiliation agreement for each listed active site b. Program Name 2...	The Clinical Experiences/Externship 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.

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 - Minutes and distribution for the past twelve months - List of advisory board members and their roles b. Program Name 2...	Program Advisory Board Meeting Minutes from the past twelve months and a list of board members noting their role on the Advisory Board and qualifications for that role. Provide evidence of distribution of meeting minutes.
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 - Third-Party Contracts and ABHES Approval - Service Contracts	Copies of executed articulation agreements, consortium agreements, and third-party contracts 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 to the team in accordance with 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 - List of all current program faculty o Faculty Name 1 (Last Name, First Name) 1. Signed job descrip 2. Resume/CV 3. Educational transcripts	A list of all current program faculty instructing via distance education.  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).

<ul style="list-style-type: none"> <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 <ul style="list-style-type: none"> <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>	
<ul style="list-style-type: none"> <li>B. DE Related Personnel Records <ul style="list-style-type: none"> <li>a. Personnel Record 1 (First Name Last Name – Job Title) <ul style="list-style-type: none"> <li>1. Signed job descrip</li> <li>2. Resume/CV</li> <li>3. Prof Dev</li> </ul> </li> </ul> </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.