

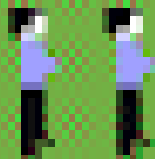
Welcome to the



Jungle:

Dodging accreditation pitfalls!





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PMI's Institutional Accreditation



- ▶ Accrediting Bureau of Health Education Schools (ABHES)
- ▶ www.abhes.org
- ▶ Top pitfalls to avoid for faculty!

The pitfall:

Lack of substantive interaction



Distance Education vs. Correspondence Education

Distance Education: A formal educational process that uses ...technologies ... to deliver instruction to students who are separated from the instructor and to support **regular and substantive interaction** between students and the instructor, either synchronously or asynchronously.

Versus

Correspondence Education: Institution provides instructional materials, by mail or electronic transmission... **1) Interaction between the instructor and the students is limited, is not regular and substantive, and is primarily initiated by the student. 2) Courses are typically self-paced.**

Correspondence is not distance education. ABHES does not accredit correspondence courses.

Avoid the pitfall!

Distance Education:

- ▶ **Regular and substantive interaction between students and the instructor, either synchronously or asynchronously ~**
 - ▶ Substantive feedback on grades as well as a numerical score, grade items within 24 to 72 hours of assignment due date
 - ▶ Active, regular, and substantive participation in discussion boards that encourage an ongoing dialog between participants (at least half of the students in class each time)
 - ▶ Frequent announcements, emails, lesson wrap-ups, etc.
 - ▶ Respond to student questions within 24 hours.



The pitfall:

Course syllabi



Avoid the pitfall!

Syllabi:

- ▶ Ensure that all syllabi comply with the required elements in the ABHES syllabus checklist. Specifically ~
 - ▶ Course description and method of instruction
 - ▶ Course objective
 - ▶ Delivery method (online, blended, residential)
 - ▶ Clock/credit hours
 - ▶ Description of any outside hours
 - ▶ Prerequisites
 - ▶ Key instructional resources needed
 - ▶ Method of evaluation (e.g. quizzes 65%, assignments 70%, discussions 10%, final 25%)
 - ▶ Grading scale
 - ▶ Date syllabus last updated



The pitfall:

Faculty qualifications



Avoid the pitfall!



Qualifications and credentials:

- ▶ **Ensure that your credentials meet the criteria to teach and that transcripts for conferred degrees are on file**
 - ▶ Associate's degrees
 - ▶ Graduated with an associate's degree (bachelor's degree may be preferred) from a recognized institution in a specialty field
 - ▶ Three years of practical experience in the field
 - ▶ Bachelor's degrees
 - ▶ Graduated with a master's degree from a recognized institution in a specialty field
 - ▶ Three years experience in the field
 - ▶ At least 15 college credits in the subject area
 - ▶ Professional licensure where applicable
 - ▶ Master's degrees
 - ▶ Graduated with a doctorate from a recognized institution in a specialty field
 - ▶ Three years experience in the field
 - ▶ At least 18 graduate credits in the subject area

The pitfall:

Continuing education



Avoid the pitfall!

Continuing education:

- ▶ **Ensure that documentation of your in-services and professional development is in your faculty file**
 - ▶ In-service (educational training)
 - ▶ 8 hours of in-service annually
 - ▶ Must include sessions on online delivery methods AND online pedagogy
 - ▶ Professional Development (subject area specialty training)
 - ▶ 2 hours annually
- ▶ Ensure that the session titles on your certificates match those listed on your ABHES data sheet!



The pitfall: Faculty files



Avoid the pitfall!

Faculty files:

- Transcripts**
 - Associates (if applicable)
 - Bachelor's
 - Master's
 - Doctoral (if applicable)
- Professional licenses** (current, not expired)
- Resume** (within last 12 months)
- FERPA training** (within last 12 months)
- ABHES data sheet** (within last 12 months)
- Continuing education**
 - 8 hours of teaching skills in-service per year (based on anniversary of hire)
 - 2 hours or more professional development (based on anniversary of hire)
- Performance evaluations**
 - Annual review (within last 12 months)
 - Classroom observations (2 per 12 months)



Have you checked your file for accuracy and to ensure everything is up to date?



Questions?



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