ABHES SCHOOL GUIDE - ANNUAL MEETINGS

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Suggested annual meetings for ABHES-accredited schools. Schedule and meetings may vary depending on the institution's scope and size. ABHES standards are subject to change. We recommend confirming your institution meetings comply with best practices, licensing, ABHES, and any additional regulatory standards that may apply.

| Meeting | Frequency | Participants | External Members? | January Meeting | April Meeting | July Meeting | October Meeting |
|---|-----------|---|-------------------|--------------------|------------------|-----------------|--------------------|
| INSTITUTIONAL ASSESSMENT and PLANNING MEETING (Reviews the PEPs, action items, program outcomes reports, and related topics) | Quarterly | Personnel representing each department of the school (directors). | NO | Х | Х | Х | Х |
| PROGRAM ADVISORY BOARD MEETINGS (Reviews school programs as per ABHES standards. One meeting per program or programs' cluster) | Annual | External advisory members and school representatives such as the President, Director of Education, faculty members. | YES | | Х | | |
| PROGRAM REVIEWS BY ACADEMIC DEPARTMENT (Reviews each program as per ABHES standards) | Annual | Director of Education and faculty members | NO | | Х | | |
| STAFF MEETING (Informs personnel of last year's results and reports, presents PEP, current year plans, and Receive personnel feedback) | Annual | All school personnel listed in the organizational chart and catalog: administrative and faculty | NO | | Х | | |
| ACADEMIC MEETING (Reviews academic topics) | Quarterly | Director of Education and faculty. | NO | Х | Х | Х | х |
| FINANCIAL MEETING (Reviews financial topics) | Quarterly | President, Financial Director, Accountant, Financial Auditor. | NO | х | Х | Х | Х |

Need assistance with your institution's ABHES initial accreditation? We are glad to help. Visit our <u>ABHES Accreditation</u> <u>Page</u> for the application process information and additional reference guides. Visit <u>ABHES Accreditation Consulting</u> for a list of the services we provide. Request a complimentary Consultation. <u>Bayside Projects Consulting</u>