

Response to the Evaluation Team Visit Report
presented

to the
ABHE Commission on Accreditation

of the
Association for Biblical Higher Education
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by

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INTRODUCTION

PVBI administration gives hearty gratitude to ABHE and to the Commission on Accreditation (CoA) for the blessing that the accreditation process has been to the institution. The administration further expresses warm thanks to the Evaluation Team for their professional and very personable visit to Penn View.

CONDITIONS OF ELIGIBILITY

The Team found that the Institution meets all the Conditions of Eligibility with the following exception:

Condition of Eligibility #2 [*sic*]

The Team noted:

[The Catalog does not include information about the learning and educational resources of the Institution.](#)

This seems to fall more correctly under CoE #7, which specifies that “learning and educational resources” be referenced in the Catalog.

PVBI Catalog (pp. 10-11) describes buildings containing the classrooms, the library, administrative offices, chapel, and dormitories. Health services and informal student advisement are referenced (p. 13-14).

The next Catalog will include more detail about “learning and educational resources” as follows under School Facilities, Administration/Classroom Building (p. 10):

On entering the main library doors, one’s eye immediately is drawn to the beautiful stone wall. The institution is committed to making the library an attractive drawing place for study and research. Library personnel are actively involved in developing the collection to support Penn View Bible Institute’s curriculum, as well as, meeting the needs of its patrons. The library has a wide collection of 18,000 print resources in the specific areas of Bible, religion, missions, Christian education and the doctrine of holiness. Library services include copying, information literacy, technology, and reference help to students and faculty. The institution is committed to increasing library print, periodical, and digital resources. Specific resources that enhance the collection are Power Library, which includes access to many periodical databases and borrowing privileges from libraries across Pennsylvania; and Logos Bible Software with the Remote Research Library, a digital resource that gathers a variety of resources together to enhance Biblical and religious studies.

STANDARD 1 – MISSION, GOALS, AND OBJECTIVES

The Team made no recommendation regarding Standard 1.

STANDARD 2 – STUDENT LEARNING, INSTITUTIONAL EFFECTIVENESS, AND PLANNING

The Team made no recommendation regarding Standard 2.

STANDARD 3 – INSTITUTIONAL INTEGRITY

The Team made no recommendation regarding Standard 3.

STANDARD 4 – AUTHORITY AND GOVERNANCE

Recommendation #1:

The Team recommends that the Institution demonstrate with evidence that its Board actively reflects the demographics of the Institution, including its diversity in ethnicity, gender, and professional competencies (where theologically appropriate) (Standard 4: EE 8).

EE8. A governing board appropriate in size to operate efficiently and sufficiently diverse in ethnicity, gender (where theologically appropriate), and professional competencies to serve the constituency effectively.

PVBI Constitution and Bylaw specifies, “The Board shall consist of seven members in addition to the school’s President and the Conference President of God’s Missionary Church, Inc.; four of which shall be ordained ministers, and three shall be laymen who are current members in good standing of God’s Missionary Church.”

Of the 160 licensed ministers listed in the God’s Missionary Church, Conference Minutes (2020), only 5 are female (3%); there are 28 non-whites, of which 23 are Haitians, 1 is Belizean, 1 from Vanuatu (all living outside of the U.S.), 1 from Miami, FL (whose name was nominated 2021).

Endowment. In our Self-Study, we reported that as of March 8, 2021, the endowment account balance was \$110,000 and current long-term liabilities totaled \$663,657. As of September 14, 2021, the endowment account balance is \$263,291 and current long-term liabilities total \$497,415. We have received official communication of an estate of which Penn View is beneficiary of in excess of \$1,000,000 that will be received anytime between now and the early part of 2022. These resources will enable us to meet the basic criteria for beginning the pursuit of degree-granting status with Pennsylvania Department of Education during the current fiscal year (ending May 31, 2022).

STANDARD 5 – ADMINISTRATION

Recommendation #2:

The Team recommends that the Institution document with evidence that it implements an ongoing assessment and evaluation of performance for administration and staff (Standard 5: EE 5; Standard 6a: EE 2).

Standard 5, EE5. Ongoing assessment and enhancement of the performance of administrators.

Standard 6, EE2. Written policies and procedures for hiring, evaluating, promoting, and dismissing personnel based on principles of fairness and respect for individual rights.

On June 8, 2021, the Administrative Committee revised an earlier Employee Evaluation form (Ad. Min 2021-06-08). The President conducted evaluations with the administrators during the summer of 2021 using the revised Employee Evaluation form. The language below has been inserted in the Faculty / Staff Handbook, and the Evaluation form was inserted as an Appendix (Ad. Min. 2021-08-03). The form was presented at Staff and Faculty Orientation August 16, 2021, with the explanation that administrators will be evaluating all employees each year.

Each administrator will evaluate every employee, every year (in January/February). The year your contract expires, the evaluation will be done jointly with the President and the respective administrator. Copies of the completed evaluation form will be placed in the employee's file and in the administrator's office. The President will complete each administrator's evaluation at a different time of the year. Please see Appendix E for the evaluation form." (Faculty Staff Handbook, pp. 46-49)

The Employee Evaluation form is in Appendix A of this document.

STANDARD 6 – INSTITUTIONAL RESOURCES

Standard 6A – Human Resources

Recommendation:

See Team Recommendation in Standard 5.

EE2. Written policies and procedures for hiring, evaluating, promoting, and dismissing personnel based on principles of fairness and respect for individual rights.

See the Institution's response under Standard 5.

The Team made no recommendation regarding Standard 6B, 6C, 6D.

STANDARD 7 – ENROLLMENT MANAGEMENT

The Team made no recommendation regarding Standard 7.

In regard to eventually pursuing Title IV funding, the external audit already checks compliance in some areas that will be required. As explained under Standard 4, as of September 14, 2021, the endowment account balance is \$263,291 and current long-term liabilities total \$497,415, and we have received official communication of an estate of which Penn View is beneficiary of in excess of \$1,000,000 that will be received anytime between now and the early part of 2022. These resources will enable us to meet the basic criteria for beginning the pursuit of degree-granting status with Pennsylvania Department of Education during the current fiscal year (ending May 31, 2022).

STANDARD 8 – STUDENT SERVICES

The Team made no recommendation regarding Standard 8.

STANDARD 9 – FACULTY

Standard 9A

Recommendation #3:

The Team recommends that the Institution demonstrate with evidence the preparation and professional expertise of its faculty, including official transcripts, official documentation of professional experience, performance and technical competencies, published documents, and other certifications and qualifications (Standard 9a: EE 5).

EE5. Appropriate documentation of its faculty's academic preparation and professional expertise, including official transcripts, official documentation of professional experience, performance and technical competencies, published documents, and other certifications and qualifications.

The Academic Dean asked all faculty members to review their own professional files again and confirm that records include all updated, official transcripts, documentation of professional experience, performance and technical competencies, published documents, and other certifications and qualifications. The Registrar tracked their completion. The Professional files of all current faculty members are up to date. When the Evaluation Team reviewed the files, one faculty member had just graduated (May 1, 2021), but his transcript had not yet been completed; that official transcript is now on file.

The Team made no recommendation regarding Standard 9B.

STANDARD 10 – LIBRARY AND OTHER LEARNING RESOURCES

Recommendation #4:

The Team recommends that the Institution demonstrate with evidence that it has implemented and ensures joint participation of the Library Director and faculty in curriculum planning and the selection of library materials (Standard 10: EE 7).

EE7. Joint participation of librarians and faculty in curriculum planning, the analysis of resource adequacy, the selection of resource materials, and the development of library policy

Recommendation #5:

The Team recommends that the Institution demonstrate with evidence that it has procedures and facilities that ensure the long-term security of the learning resources, including the acquisition of equipment that protects against climate issues that can imperil print materials and technology (Standard 10: EE 8).

EE8. Policies, procedures, and facilities that ensure access to and security of learning resources.

Recommendation #4

Curriculum revisions are approved by a Curriculum Committee (composed of Faculty) in the regular faculty meetings, generally two each month (see Faculty Minutes from 2020-2021 year). The Curriculum Committee proposals and the resultant decisions are always discussed in Faculty Meetings (Faculty Minutes 2020-10-12, 2021-05-24, 2021-05-25, 2021-05-26, 2021-05-27, 2021-05-28). As a member of the faculty, the Librarian has regular opportunity to participate in the discussions. Due to distance, personal health, and some family situations, the Librarian had not attended several meetings, so for example, when the Muslim Studies program was approved, the Academic Dean sent the Librarian a list of specific books to be acquired. By policy, the Librarian submits a requisition to the Finance Office, and upon approval the books are ordered. (Note: All books requisitioned in the last three years have been approved without delay.) After faculty approval, curriculum revisions are then forwarded to the President and the Board of Directors for final approval.

Recommendation #5

When the team was on campus, there was only one air conditioner window unit in operation in the library (which was inadequate) and none in the library storage and work area. Subsequently, two more window units have been installed to facilitate climate control in the library and a new climate-controlled library storage and work area has been provided. This will ensure the long-term security of the learning resources and protect against climate issues that can imperil the print books.

With designated funds that have been committed to Penn View, plans are being formulated to create a completely climate-controlled library, which will negate the need for window units.

STANDARD 11 – ACADEMIC PROGRAMS

The Team made no recommendation regarding Standard 11A, 11B, 11C, 11D.

Standard 11B

The Team indicated, “Academic credit is not given for Christian Service practicums, internships, or other practical learning experiences.” Indeed, Penn View does not give credit for Christian Service Learning, but practicums, internships, and student teaching do receive credit. Those courses are listed in the Catalog, taught by regular faculty members, and handled like all other academic work completed for credit.

CONCLUSION

The Administration thanks the Commission on Accreditation, the ABHE Staff, and ABHE Evaluation Team for assistance in this pursuit of excellence for the glory of God. This process has caused PVBI to mature and to expand its vision for continual improvement.

APPENDIX

EMPLOYEE EVALUATION FORM

Employee: _____

Supervisor/Administrator: _____

Evaluated by: _____ Score: _____

In each group, circle the number which precedes the descriptive phrase which most nearly typifies the employee's performance.

1. Work Aptitude *(Competency or ability of the work)*

- (1) Limited Knowledge of job
- (2) Must improve knowledge base in a few areas
- (3) Adequate knowledge; knows job well
- (4) Well informed; has mastered most details
- (5) Outstanding in all phases of the work.

Notes:

2. Work Attitude *(positive or negative of the work)*

- (1) Frequently complains or acts unconcerned
- (2) Sometimes indifferent or distracted from job
- (3) Interested; likes most phases of the job
- (4) Displays a sincere interest in work
- (5) Always enthusiastic; wholehearted, active interest

3. Initiative

- (1) Needs frequent direction or prodding
- (2) A routine worker; usually waits to be told
- (3) Alert to opportunities, resourceful
- (4) Completes suggested supplementary work
- (5) Seeks and sets additional tasks for self

4. Communication

- (1) Utilizes negative or no communication
- (2) Needs reminded of proper communication
- (3) Communicates only when there is a problem
- (4) Maintains proper communication regarding projects or issues.
- (5) Self-motivated to provide punctual communication on all relevant issues.

5. Use of Time

Notes:

- (1) Often wastes time
- (2) Has to be “pushed” to complete job
- (3) Usually working; makes good use of time
- (4) Uses time wisely; seldom idle
- (5) Uses time wisely; always busy; accomplishes above and beyond job responsibilities

6. Attitude Toward Another Staff/Faculty/Administrator

- (1) Sometimes uncooperative or quarrelsome
- (2) Usually Cooperative
- (3) Displays good self-control, congeniality, cooperation, and respect
- (4) Almost always tactful, obliging and cooperative
- (5) An unusual and strong force for group morale; outstanding positive attitude

7. Attitude towards Students

- (1) Lacks understanding of their needs and/or loses self-control
- (2) Impatient, grouchy, manifest unnecessary negative emotions
- (3) Displays good self-control – aware of student’s needs
- (4) Almost always tactful, helpful and courteous
- (5) A positive student advocate

8. Quality of Work

- (1) Inefficient, doesn’t complete workload
- (2) Sometimes does not complete required assignments
- (3) Follows policy and procedure; completes required assignments
- (4) Learns and puts into practice new procedures; does job well
- (5) Keeps supervisor informed of changes/needs; excellent skills

9. Ability to Understand Instructions

- (1) Carries out only the simplest directions
- (2) Misunderstands directions, occasionally requests simple instructions to be repeated
- (3) Readily understands most orders
- (4) Requests additional information on only most complex orders
- (5) Self-Directed, anticipates problems and resolves where appropriate

10. Appearance

Notes:

- (1) Has been neglectful of appearance; regularly violates the handbook
- (2) Usually presents a favorable appearance; occasionally violates the handbook
- (3) Dresses appropriately for job; regularly adheres to the handbook
- (4) Takes genuine pride in appearance; almost always adheres to the handbook
- (5) Always well-attired and well-groomed; always adheres to the handbook

11. Documentation

- (1) No documentation even when reminded
- (2) Inconsistent documentation; needs reminded
- (3) Appropriate items are documented as assigned
- (4) Appropriate items are documented adequately
- (5) Documents every essential item and provides well organized materials

12. Leadership/Ownership

- (1) Shows no initiatives in providing direction to others
- (2) Presents limited direction
- (3) Establishes goals and follows up
- (4) Establishes goals and consistently engages others
- (5) Develops teamwork and provides guidance to others to accomplish goals as well as follow up

13. Faithfulness to Chapel/Church

- (1) Shows no faithfulness to chapel services, revival meeting, and the local church
- (2) Irregular chapel attendance and school services, functions, and the local church
- (3) Regularly attends required chapel services, occasional school services, and the local church
- (4) Faithfully attends required chapel services, school revivals and functions, and the local church
- (5) Outstanding faithful attendance to all required chapel services, school revivals, and the local church

If an employee is receiving a 1 or 5 in any category, a narrative explanation must accompany this evaluation.

If a "1" is marked in any category:

1. Specific instance must be cited
2. Supervisor's records should be included.
3. Date(s) when supervisor alerted employee of the unsatisfactory work.
4. Dates(s) of meeting(s) held where supervisor and employee attempted to improve the situation cited.
5. Action plan or steps which were agreed upon to remedy the problem
6. Supervisor's comment

If a "5" is awarded in any category

1. Cite specific examples of exemplary or distinguished accomplishments for this category
2. Where appropriate, include goals or objectives set above and beyond job expectations.
Include method(s) used to measure "meritorious" achievement.

Explanation of rating scale:

- 13 – 25 – Unsatisfactory
- 26 – 39 – Needs improvement
- 39 – 51 – Satisfactory
- 52 – 59 – Commendable
- 60 – 65 – Outstanding

Employee Signature: _____

Administrator Signature: _____

Date: _____

Additional Comments: _____
