

PENTECOSTAL ASSOCIATION FOR THEOLOGICAL ACCREDITATION (PATA) SELF-STUDY MANUAL

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1. Introduction

Welcome to the PATA Self-Study Manual.

The self-study is a comprehensive and reflective process that enables institutions to evaluate themselves in relation to PATA's accreditation standards within **India and South Asia**.

This manual provides structured guidance to assist institutions in preparing an accurate, honest, and thorough self-assessment, which serves as a critical foundation for the accreditation review process.

2. Purpose of the Self-Study

The self-study serves the following purposes:

- To assess institutional strengths and areas for improvement
 - To document compliance with PATA accreditation standards
 - To promote institutional reflection and strategic planning
 - To prepare the institution for the external on-site evaluation
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3. Preparing for the Self-Study

a) Establish a Self-Study Committee

The institution shall appoint a Self-Study Committee that includes representatives from administration, faculty, staff, and where appropriate, students and governing board members.

b) Review Accreditation Standards

All committee members shall familiarize themselves with PATA accreditation standards and evaluation criteria.

c) Develop a Work Plan and Timeline

A structured work plan with clear timelines and milestones shall be established.

d) Assign Responsibilities

Specific responsibilities shall be assigned for data collection, writing, documentation, and report compilation.

4. Self-Study Process Overview

The institution shall:

- Collect and analyze data related to institutional performance
 - Review policies, procedures, and operational outcomes
 - Engage stakeholders for input and feedback
 - Draft and revise the self-study report
 - Submit the final report to PATA according to established timelines
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5. Key Areas of Evaluation

Institutional Mission and Vision

- Clarity and alignment with Pentecostal values
 - Integration throughout institutional life
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Governance and Administration

- Structure and effectiveness of governing body
 - Leadership and decision-making processes
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Academic Programs and Curriculum

- Curriculum design aligned with Pentecostal theology
 - Program objectives, learning outcomes, and assessment
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Faculty and Staff

- Qualifications and development of faculty
 - Staff roles and institutional support systems
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Student Services and Spiritual Formation

- Spiritual development programs
 - Academic advising, mentoring, and counseling
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Library and Learning Resources

- Availability and adequacy of academic resources
 - Accessibility and utilization
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Facilities and Infrastructure

- Classrooms, offices, and technology
 - Physical infrastructure adequacy
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Financial Resources and Sustainability

- Budget planning and financial management
 - Sustainability of institutional operations
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Institutional Effectiveness and Continuous Improvement

- Systems for evaluation and quality assurance
 - Use of data for planning and improvement
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6. Self-Study Report Structure

The Self-Study Report shall include:

- Executive Summary
 - Institutional Overview
 - Detailed responses to each accreditation standard
 - Analysis of strengths, challenges, and improvement plans
 - Appendices with supporting documentation
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7. Using Evidence and Documentation

All findings must be supported with appropriate evidence, including:

- Institutional policies and manuals
 - Statistical data and reports
 - Curriculum documents and syllabi
 - Minutes of meetings and strategic plans
 - Surveys and stakeholder feedback
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8. Roles and Responsibilities

- **Self-Study Coordinator:** Oversees the entire process
 - **Committee Members:** Conduct research, write, and review sections
 - **Institutional Leadership:** Provide guidance, support, and resources
 - **Faculty and Staff:** Participate in data collection and consultation
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9. Timeline and Submission Guidelines

- Establish clear milestones for drafting and review
 - Ensure the final report is submitted at least **60 days prior** to the on-site visit
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10. After the Self-Study

- Prepare for the on-site evaluation visit
 - Respond to additional information requests if required
 - Use feedback for continuous institutional development
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11. Appendix: Sample Documents and Templates

The appendix may include:

- Sample Self-Study Report Outline
- Data Collection Tools
- Meeting Minutes Template
- Stakeholder Survey Samples

