

Working with the AEFIS Evidence Inventory

Workflow

STEP 1

Review the data in the existing Meta Evidence Bank in AEFIS.

(Note: it can be instructive to see what information has been collected as evidence over the years and used by different schools/programs.)

STEP 2

“Shop” in the existing Meta Evidence Bank searching for items relevant to your MSCHE Standard.

STEP 3

Download items *you think* you will use for your MSCHE Standard and file them in the **Working Evidence Folder** in BOX. THINK: this is just a scratch working folder. Name items whichever way is best for you.

STEP 4

Do your research. Using your identified lines of inquiry, meet with people and do the research to support your MSCHE Standard.

STEP 5

Add any NEW evidence you find during your research to the Meta Evidence Bank. See instructions below for step 5: how to add evidence.

STEP 6

Download that newly found evidence *you think* you will use for your MSCHE Standard and file it in the **Working Evidence Folder** in BOX.

STEP 7

File **ONLY** items referenced in your chapter to the **Final Evidence Folder** in your BOX file.

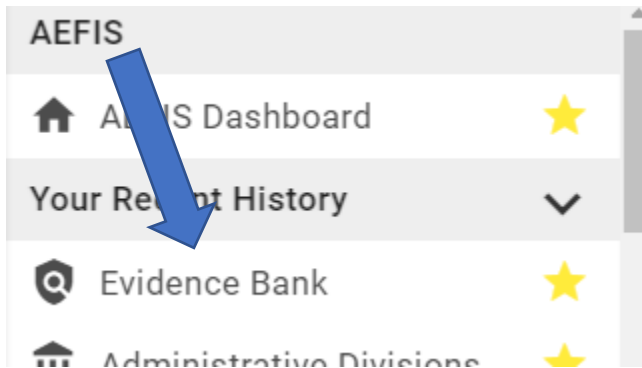
STEP 8

Name **Final Evidence Folder** files using the required naming convention. (See instructions below for Step 8.)

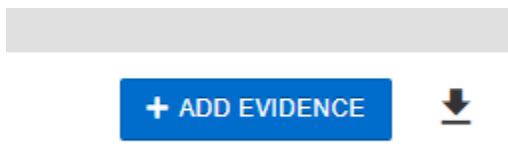
STEP 5 Instructions for Adding Items to the Meta Evidence Bank in AEFIS



Select the three bars to find the Evidence Bank



Click on the Evidence Bank



Click on + ADD EVIDENCE
(found on upper right side of screen)

Enter a title for the evidence Action Date

Enter Title

Enter a contact person Enter a supporting URL

Enter Contact Enter Supporting URL

Enter a description for the evidence

Enter a Description


- **Enter a VERY CONCISE title for your evidence.**
- **Enter the date for the evidence.**
- **Enter a person who could be contacted for questions about the evidence.**
- **A supporting URL is Optional.**
- **Enter a VERY CONCISE description of the evidence.**

Standards, Outcomes or Keywords Related to this Evidence

Select a related item to add

Select supporting item ▼

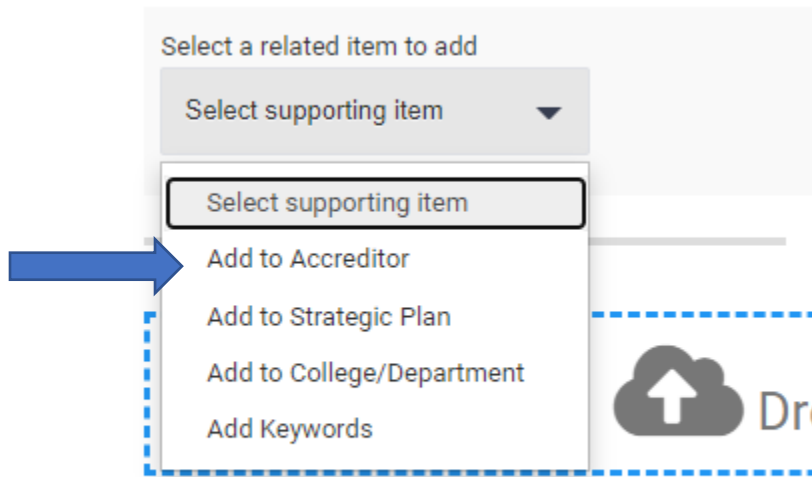
File Attachments


Drop file or click to add attachment

Submitted By: System AEFIS on May 26, 2022

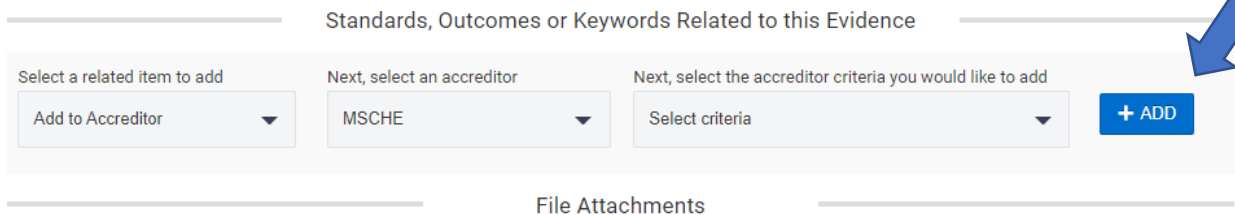
- **PLEASE remember to attach a file that provides the actual evidence that can be used to support a statement. Files can be of any type, but PDF is preferred.**
- **It is not necessary to add any tagging to your evidence unless you are adding it specifically to support a particular accreditation and standard.**
- **If you want the evidence you add to be included in the Middle States Self-Study, please do ALL STEPS noted below:**

- **Select Add to Accreditor from the drop down menu as shown**

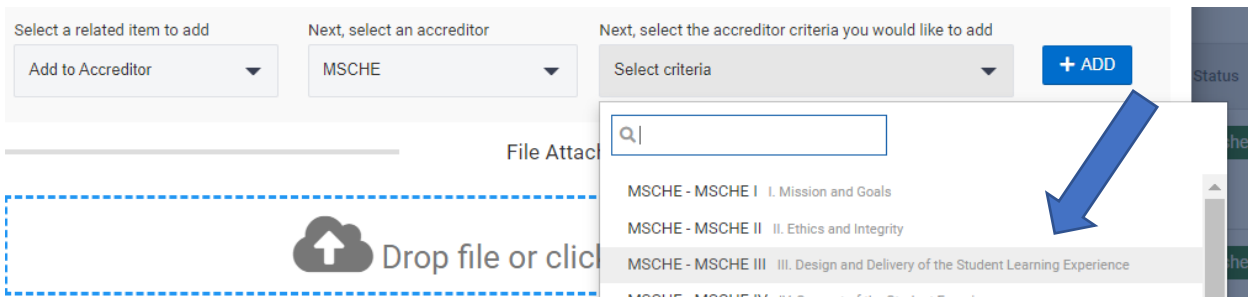


Submitted By: System AEFIS on May 31, 2022

- **Then select **MSCHE only** (no criterion) and click the blue ADD button**

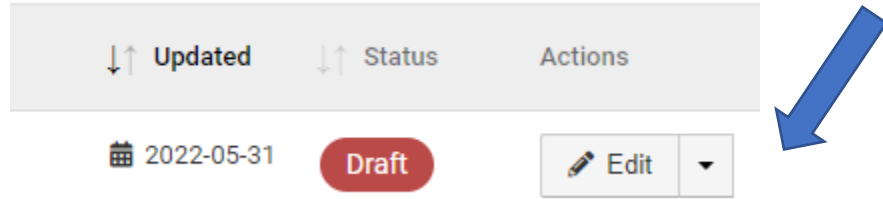


- **Next select the specific criterion and click the blue ADD button**



- **Next SAVE**

- Return to the Evidence Bank, find your submission; click on Edit.



- You will see that you now have the option to SEND TO REVIEW. Click on that yellow button and the submission will go to the Evidence Bank Curator for final approval. Until that last step is complete, the evidence you submitted will not appear in the Self-Study.



___End of Instructions for Adding to Meta Evidence Bank___

See below for instructions on naming conventions.

STEP 8

Instructions for Naming Final Evidence Files In BOX

Please label all final evidence that you intend to submit for your standard using the following protocol. This evidence should be stored in your Working Group Box File “Final Evidence Folder”. Note: ONLY evidence that you reference within the text of your chapter should be added to the Final Evidence Folder in BOX.

- Use “S.” to indicate the standard to which the evidence relates.
- Use Roman numerals to indicate the specific standard. Note: MSCHE always uses Roman numerals for this edition of its standards.
 - EX: S.VI
- Use “c.” and Arabic numbers to indicate the criterion to which the evidence relates.
 - EX: S.VI_c.2a
- Use “RoA.” And Arabic numbers to indicate the Requirement of Affiliation to which the evidence relates if appropriate.
 - EX: S.VI_c.2a_RoA.8
- Use “SP.” and Arabic numbers to indicate the Strategic Priority to which the evidence relates if appropriate.
 - EX: S.VI_c.2a_RoA.8_SP.4

Example:

S.V_c.3_RoA.8, 9_SP.3_2021 Annual Institutional Assessment Report

Using this protocol will enable us to know where to submit each piece of evidence. Please do not worry if multiple Working Groups are using the same piece of evidence to support multiple standards. When we upload the pieces of evidence, we will drop them into to appropriate buckets on the MSCHE portal.