



Caribbean Evangelical Theological Association

ACCREDITING COMMISSION

PRELIMINARY QUESTIONNAIRE

For educational institutions considering accreditation with the Accreditation Commission of the Caribbean Evangelical Theological Association. Accreditation levels are for the B. Th., Dip. Th. and Masters level.

Where percentages are asked for, these may be given as approximate. The purpose of this questionnaire is to get an overall impression of your programme.

Please type or print your answers.

Name of Institution _____

Address _____

Country _____ Telephone _____

Fax _____ E-Mail _____

Institutional Contact Person _____

DENOMINATIONAL AFFILIATION

A. If your institution is denominational

1. State the name of the denomination or church
2. State the location of denominational headquarters in the Caribbean and abroad.
3. Give a brief account of the origin and growth of your institution since its beginning to the present.
4. Describe fully your institution's present relationship with its church authority.

B. If inter-denominational, state

1. Church organizations that support your institution.
2. Major denominations that would ordain your graduates for ministry.

THE INSTITUTION AND ITS OBJECTIVES

A. Written objectives

What are the stated general objectives of your college?

B. Stability

1. For how many years has your college been functioning without interruptions?
2. Are your graduates adequately prepared for their work by your degree or diploma programmes? How do you know this?

ADMINISTRATIVE CONTROL

A. Administration and Governing Body

1. Please list the occupations, nationalities, and church affiliations of the present Board
2. Where have its meetings been held for the past two years?

B. Business and Finance

1. What procedures does your school follow in preparing and adopting its annual budget?
2. Please supply the financial reports for the last three years.

C. Physical Plant

1. Who owns the land and buildings used by the institutions? If these are the property of the institutions, how are they held? Under a Board of Trustees or in what way?
2. Is your physical plant adequate for your needs? Do you have any building projects?

ACADEMICS

A. Student Entrance Requirements

1. How many students do you have?
Full time: Male _____ Female _____

Part time: Male _____ Female _____

2. What are your academic standards for admission to your programme(s)
 - a. For the B. Th., high school graduation _____ Or equivalent recognition as equal to entrance to University _____.
 - b. For Diploma level _____
3. Do any non-graduate and non-matriculantes sit in any class with students of a higher academic level? If so, what is the permitted maximum percentage of lower grade students enrolled in any course with the higher?

4. If you are offering more than one level of instruction (as secondary and post-secondary), are these levels distinct in terms of classroom instructions? Explain.

B. Faculty Requirements

1. List the names of all the teaching staff of your institution, both those now in service and those during each of the previous two years, giving in each instance the following information:
 - a. Church background and status
 - b. Age
 - c. Nationality
 - d. Qualifications including record of training and experience
 - e. Books or other publications
 - f. Number of years at your school.
 - g. Source of support and salary.
 - h. Subjects for which responsible.
 - i. Average hours of teaching per week.
 - j. Other duties in the institution or outside.
2. What is your faculty (full-time) to student ratio in most of your courses?
3. What faculty development plan do you have in order to have more qualified national staff?
4. State teaching evaluation of your faculty:
 - k. Do you have a system for evaluating the effectiveness of your teaching methods? If so, please describe it.
 - l. What use is made of audio-visual aids in your teaching methods; e.g. slides or filmstrips, overhead projector?

LIBRARY

- A. How many books does your library have? What percentage of these are in English?
- B. What percentage of these books are directly useful for class work?
- C. What periodicals are currently received? Which of these are permanently bound at the end of the year?
- D. What percentage of your students can read English material?
- E. Approximately how many books were borrowed by students during the past 12 months?
- F. How many hours weekly is the library open during the regular academic year?
- G. Is there a full-time librarian? Any clerical staff? What library training and academic qualification has your head librarian had?
- H. How is the library budget formed? Please supply copies of your library budget for the last three years.
- I. Are there areas in your library that are weak? What plans do you have to strengthen these?

CURRICULUM

- A. What proportion of the number of teaching hours are devoted to the following branches of study? Old Testament, New Testament, Theology, Church History, Religions, Pastoral Theology, Christian Education, Evangelism and Missions, Humanities, Culture (Religions, Church & Society), Languages, Communication Skills.
- B. List the optional (elective) subjects currently offered in your programme(s) and the hours of each.
- C. How is your curriculum identified with and adopted to the cultural, social and religious environment of your area?
- D. How long have you offered the programme(s)?

PRACTICAL TRAINING

- A. What kinds of practical work have been done by your students for the past two years? e.g. Personal evangelism, S.S. work, work among children and young people, special study projects, pastoring.
- B. What kind of response do you get from pastors and other Christian workers to whom students are assigned?
- C. Do you send verbal or written reports each term?
- D. How much time is a student expected to give in a week or month for practical work or training?
- E. Does your institution have a member of staff responsible for supervision of practical work?
- F. What kinds of links do you maintain with students after graduation?

STUDENT LIFE AND SERVICE

- A. What specific provisions are made for the cultivation of the personal Christian lift of your students?
- B. What opportunity do you make for close fellowship between the staff and the students?
- C. How often do you meet in the Chapel for a week?
- D. Does your staff meet informally for prayer and fellowship at fixed intervals.

NOTE

Please be sure to include copies of the following items with your answer sheets:

- 1. School catalogue
- 2. Doctrinal statement
- 1. Summary financial reports for the last three years.
- 2. Library budgets for the last three years.

If any of the above questions are answered on this questionnaire, simply refer to the item and page on your answer sheets.