Organizing your BAS Program Portfolio

Purpose of the BAS Program Portfolio

A BAS program portfolio is used to provide documentation that supports responses given during the interview portion of the BAS Program Review. Indicators in the BAS book with a 'D' require documentation in order to receive credit. Your Better Beginnings program portfolio contains documentation of both the BAS indicators and several Better Beginnings requirements.

Organizing Your Program Portfolio

- Use a three-ring binder or a file box. For virtual reviews you will prepare a digital portfolio.
- Label each portfolio entry with the number of the PAS item and indicator or the Better Beginnings requirement it supports.
- Organize documents sequentially. Label all documents with the Item and Indicator number and place in numerical order in your portfolio.
- Be concise. Remove non-essential materials from the program portfolio. Only include documents that are required.
- Be thorough. Explain and/or highlight items to show how they relate to the requirement or indicator. Some items may need more than one piece of documentation.

The administrator is encouraged to participate in a BAS cohort (offered every fall and spring) to fully understand the requirements for each item in the BAS.

To learn more about the BAS go to:
https://mccormickcenter.nl.edu/services/program-evaluation/

BAS 2nd edition Documentation list: https://mccormickcenter.nl.edu/library/bas-documents-for-review-list-long-version/

BAS 2nd edition Additional Notes: https://mccormickcenter.nl.edu/library/bas-additional-notes/