

Sample Schedule for Visit

This sample schedule will have to be **adjusted by the school and V.C. Chair to fit the local situation**. In this process, it is very important to allow enough time for extensive dialogue with the Schoolwide Focus Groups and the Leadership Team; this discussion will include the examination of evidence used to determine growth needs by the stakeholders. The focus of the subject area and support staff meetings will be to understand their information and evidence that led support to the schoolwide findings. The Visiting Committee (V.C.) chairperson should be regularly communicating with the chief administrator and self-study coordinator to discuss the progress of the visit.

DAY BEFORE VISIT (Usually Sunday)

1:00 PM	Meeting of V.C. members to begin group discussion on perceptions of self-study. School leaders conduct a brief school tour for V.C.
2:30	Meeting with the chief administrator, Self-Study Coordinator, and Leadership Team to clarify issues in the self-study and explain the visit. The V.C. and school leaders participate in a reflective discussion of the self-study;
4:00	Informal reception for team and school community
4:30	Meeting with Parent/Community Committee
5:00 - 6:30	Dinner for team and school leadership
7:00	Meeting of V.C. to receive instructions from the chair, organize the work of the committee, and examine supplementary materials

FIRST DAY

7:30 - 8:00	Meeting with Leadership Team (Total V.C. Team)
8:00 - 9:30	Meeting with Self-Study Committee for Purpose, Goals, and Philosophy (total V.C., if possible)
8:00 - 12:00	Gathering of Evidence: class/program observations, interviews, examination of student work
11:00 - 12:00	Meeting with Student Committee (V.C. reps.)

Sample Schedule for Visit

12:00 - 1:00	Lunch. Informally talk with students and staff.
1:00 - 2:30	Gathering of Evidence: class visits, conversations, etc.
3:00 - 5:00	Meeting with Self-Study Committee for Educational Program, Activities and Student Services (Total V.C., if possible)
6:00 - 7:30	Dinner. V.C. alone.
7:30 -	Discussion of findings and work on written summary.

SECOND DAY

7:30 - 8:30	Meeting with Leadership Team (V.C. reps)
7:30 - 8:30	Special Group Staff meetings as needed (V.C. reps) Note: The school and the V.C. Chair should agree upon what meetings are needed in addition to the Self-Study Committees.
8:30 - 11:00	Gathering of Evidence: class/program observations, interviews, examination of student work
11:00 - 12:00	Committee work.
12:00 - 1:00	Lunch. Informal contact with student and staff.
1:00 - 3:00	Meeting with the Self-Study Committee for Governance, Administration, Finance and Law (V.C. reps) Gathering of Evidence: class/program observations, interviews, examination of student work
2:00 - 3:00	Meeting(s) with other school personnel Meeting with Subject Area/Support Staff Committees (as needed)
3:00 - 5:00	Meeting with Self-Study Committee for Personnel (V.C. reps) Meeting with Self-Study Committee for the School Community (V.C. reps)
6:00 -	Dinner, V.C. alone. V.C. works on draft of its report.

THIRD DAY

7:30 - 8:30	Meeting with Leadership Team (Total V.C.)
8:30 - 11:00	Completion of draft report, contacting school staff as needed.
11:00 - 1:00	Meeting with the Leadership Team and others invited by the school to discuss/clarify findings of visit and the V.C. Report.
1:00 - 3:00	Closure on issues raised in the earlier session discussing the draft V.C. Report. The V.C. may revise the report as a result of this meeting. V.C. members complete the final draft of the V.C. Report.
	Completion of the Recommendation for a Term of Accreditation and the Confidential Summary.
3:00 – 4:00	Report to staff/stakeholders: Trustees, faculty, staff, and parents, if desired.

