

**Focus on Learning
WASC/CDE**

**Preparing, Reviewing, Reporting, Follow-up
Procedures/Responsibilities of Visiting Committee Members**

Stage I: Previsit Preparation

A. Understand Expected Outcomes of Self-Study

1. The involvement and collaboration of all staff and other stakeholders to support student achievement
2. The clarification and measurement of what all students should know, understand, and be able to do through expected schoolwide learning results and academic standards
3. The gathering and analyzing of data about students and student achievement
4. The assessment of the entire school program and its impact on student learning in relation to expected schoolwide learning results, academic standards, and WASC/CDE criteria
5. The alignment of a long-range action plan to the school's areas of need; the development and implementation of an accountability system for monitoring the accomplishment of the plan

B. Review criteria, guide questions, rubrics and appropriate curricular references

C. Read the School Report

D. Compare the school's self-study findings to the concepts of the criteria

E. Write questions about concerns, clarifications, and evidence to be pursued during the visit

Write tentative narrative statements for assigned sections of the Visiting Committee Report

Stage II: Initial Visiting Committee Member Meeting

A. Discuss School Report in relationship to the concepts of the criteria: perceptions, questions, and concerns

B. Review the tentative narrative statements

C. Decide on the critical areas of focus for evidence analysis during the visit

Over

Stage III: Synthesis Meeting (Night Meetings)

Discuss and synthesize with other Visiting Committee members the following:

1. Key concepts of criteria
2. School Report
3. Findings during visit

Stage IV: Closure

- A. Share draft report with Leadership Team and make appropriate modifications
- B. Decide on recommended term
- C. Share final report with school
- D. Encourage ongoing school site follow-up