

Focus on Learning

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

Stage I: Previsit Preparation

- A. Understand Parameters for Analysis
 - 1. the involvement and collaboration of stakeholders in the self-study
 - 2. the clarification of the school's purpose and expected schoolwide learning results
 - 3. the assessment of the actual student program and its impact on student learning with respect to the criteria
 - 4. the development of a schoolwide action plan that integrates subject area/program and support plans to address identified growth needs
 - 5. the development and implementation of an accountability system for monitoring the accomplishment of the action plan
- B. Review criteria 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