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OPERATIONS

LIMITED-TERM REVISIT PROCEDURES FOR SUPPLEMENTARY EDUCATION PROGRAMS

Revisits for Supplementary Education Programs with Current One- or Two-Year Terms

The purpose of the limited-term revisit is to determine the Supplementary Education Programs' (SEPs) progress in terms of key growth areas / recommendations identified in the last full self-study Visiting Committee Report.

The WASC Office will assign one or two members of the previous Visiting Committee (when available, and unless otherwise requested) to serve as the Revisit Committee. Once assigned, the chair will contact the SEP director to establish a date for the visit. Revisits usually occur during the spring of the scheduled year. Following the revisit, the Revisit Committee will make a recommendation regarding the continued accreditation of the SEP.

PROGRESS REPORT GUIDELINES

The Progress Report should be completed and distributed to the appropriate recipients at least 4–5 weeks prior to the visit. The Revisit Progress Report should address **all of the key growth areas** identified in the last full self-study Visiting Committee Report. If any additional revisits have taken place since the last full self-study, all growth areas from those Visiting Committee Reports should be addressed as well. In addition, the SEP should explain any identified growth areas that are not considered valid or are no longer appropriate because of changing conditions. Differing opinions on the nature and extent of progress should also be indicated and described.

The Progress Report is prepared by a Follow-up Committee that has been coordinating the implementation and monitoring of the progress in meeting the growth areas / recommendations that resulted from the last full self-study. The goals and action steps should correspond to the Visiting Committee recommendations and reflect identified priority areas for improvement. In the compilation of this report, the center directors and others composing this Follow-up Committee will need to work closely with all staff.

Progress Report Format

- A. Include the updated basic student/community profile from the prior full self-study: general description of the SEP, student goals, student demographics, faculty/staff demographics, analytical summary of disaggregated and interpreted student achievement data.
- B. Describe any significant developments, including program additions, since the last full self-study.
- C. Comment on the SEP's procedures for the implementation and the monitoring of the growth areas / recommendations, noting the integration of the growth areas / recommendations from the Visiting Committee Report. Include how annual progress reports, as well as this progress report, have been prepared.
- D. Comment on the accomplishment of each growth area / recommendation section; cite evidence including how each area has impacted student achievement.

The Progress Report should be completed at least 4–5 weeks before the revisit and distributed to the following people:

- 1. The Revisit Committee (this should provide quality preparation time for the Revisit Committee)
- 2. The Board and District personnel (if applicable)
- 3. The entire SEP staff as part of the ongoing follow-up
- 4. One copy of the report should be sent to:

Accrediting Commission for Schools, WASC
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REVISIT COMMITTEE GUIDELINES

Previsit Preparation

1. The chair contacts the SEP director and discusses what has occurred since the last visit, such as program changes and ongoing follow-up.
2. The chair utilizes the previous self-study Visiting Committee Report as a reference to begin planning the one-day visit. The identified areas for growth within the report are used as a guide in determining the areas of focus during the visit.
3. The chair and the SEP director determine how to use time most productively during the visit and establish a schedule. This may involve meetings with staff, students, and parents.
4. Upon receipt and analysis of the Progress Report, the chair finalizes the schedule for the revisit.
5. The chair communicates all information to the other member of the Revisit Committee.

Revisit Report

Immediately following the revisit, the Revisit Committee prepares a report that comments upon the progress made and the areas that still need to be addressed by the SEP. The completed report will be sent to the SEP, with a copy sent to the Accrediting Commission. The Commission will review the report, along with the team's confidential recommendation.

The following format is suggested for the Visiting Committee Revisit Report:

Introduction

- ✓ General comments about the SEP and its setting and the SEP's analysis of student achievement data.
- ✓ Significant changes or developments that have affected the SEP since the last visit.

Follow-up Process

- ✓ Description of the follow-up process, including a description of the individuals that have been responsible for overseeing the progress of the SEP's growth areas and preparing the visit.

Progress on Growth Areas / Recommendations

- ✓ Comment on the accomplishment of each growth area / recommendation. Include pertinent comments on the impact on student achievement.
- ✓ Recommendations: Priority and/or Additional Areas for Improvement
 - ✓ Write recommendations stating where additional attention is needed regarding previous areas for improvement.
 - ✓ Identify new concerns, if applicable.
- ✓ Commendations Related to Progress: Note and report on significant progress the SEP has made in responding to the growth areas / recommendations.

Confidential Recommendation for a Term of Accreditation (Ballot) and Justification Statement

Limited-term revisits require a **confidential** Recommendation for a Term of Accreditation (Ballot) to be completed and signed by all members of the Revisit Committee. The Revisit Committee completes the ballot regarding the extension or denial of accreditation and includes a Justification Statement that supports their recommendation for the Accrediting Commission. **The chair is responsible for sending**

the confidential Ballot and Justification Statement to the WASC Office; it is helpful if at least one copy of the Visiting Committee Report is included with the form.

Recommendation options available to the Revisit Committee will depend on the accreditation term the SEP was granted as a result of their last visit and where they are in the WASC six-year cycle.

- **Current One-Year Term:** SEPs that currently have a one-year limited term can receive a recommendation for a **one-year term**, a **two-year term**, or a **denial of accreditation**, depending on where they are in the six-year cycle. Once a SEP has received a limited term they are automatically required to have a Three-Year Term Revisit three years after their last full self-study and they also must have a Full Self-Study Visit at the six-year mark. The recommendation options available will depend on where the SEP is in relation to this six-year cycle. Term options for SEPs that received a one-year term as a result of a one-year term would be the same as those for a current Two-Year Term (see below).
- **Current Two-Year Term:** SEPs that currently have a two-year limited term as a result of a full self-study visit can receive a recommendation for either a **one-year term** or a **denial of accreditation**. Unless the term of accreditation is denied, an SEP receiving a recommendation for a one-year term will automatically be scheduled for a Three-Year Term Revisit the year following this revisit.

WASC accreditation is based on a six-year cycle, with a full self-study visit occurring every six years. SEPs that receive a One- or Two-Year Limited Term as a result of their full self-study are automatically required to participate in a two-day, Three-Year Term Revisit at the three-year mark in the cycle. A Three-Year Term Revisit is an in-depth revisit with a visiting committee of two to five members, based on enrollment at the SEP. Revisits do not take place during the fifth year of the accreditation cycle as SEPs are busy preparing for their next full self-study. Therefore, recommended terms cannot take a SEP to the five-year point. A successful Three-Year Term Revisit can result in an additional three-year term being granted — taking the SEP to the end of their six-year cycle without any additional WASC visits.

Post-Visit Guidelines

The chair sends a copy of the completed report to the SEP. It is the responsibility of the SEP to duplicate the report and send 10 copies to the WASC Burlingame Office, 533 Airport Boulevard, Suite 200, Burlingame, CA 94401, for use by the Commission. Chairs sometimes will volunteer to do this themselves; otherwise, it is the responsibility of the chair to remind the SEP director of this task.

At the next regularly scheduled Commission meeting, the Accrediting Commission for Schools will make a decision regarding the accredited status of the SEP. This action will be based on the Progress Report submitted by the SEP, the report of the Revisit Committee, and the confidential recommendation. The SEP will be informed of Commission action following the WASC Commission meeting.

For further information, write to:

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43517 Ridge Park Drive, Suite 100
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