

WASC/CAIS ACCREDITATION VISIT**Preparing, Reviewing, Reporting, Follow-up
Procedures/Responsibilities of Visiting Committee Members****Stage I: Previsit Preparation**

- A. Understand Key Outcomes of Self-Study
1. the involvement and collaboration of school community members in the self-study
 2. the clarification of the school's purpose and schoolwide learning expectations
 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 and correlated subject area/program action steps 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 standards, indicators and appropriate curricular references
- C. Read the School Report
- D. Compare the school's self-study findings to the concepts of the criteria and standards
- E. Write questions about concerns, clarifications, and evidence to be pursued during the visit

Write tentative description of what currently exists and commendations and recommendations 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 prewriting
- 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 and standards
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