



Visiting Committee Chair and Member Training

*Postsecondary
Career and Technical Institutions
Title IV – 2008*





Visiting Committee Training

Training Goals:

- 1. Understand the roles and responsibilities of Visiting Committee members and chair**
- 2. Understand the WASC 10 standards and expectations for institutional compliance**
- 3. Understand how to review the institution's evidence in relation to the 10 WASC standards**
- 4. Understand pre- and post-visit expectations**
- 5. Understand the Visiting Committee report format**
- 6. Understand the documentation and justification process**
- 7. Review the terms of accreditation options**



Visiting Committee Training

- Throughout this presentation, references are made to a *Manual*. The *Manual* is the:

Accreditation Manual: Postsecondary Title IV Institutions, 2008 Edition

- The Manual is available on the WASC website:

www.acswasc.org



Visiting Committee Training

Purpose of Accreditation:

The primary purpose of the accreditation process for Career and Technical institutions is to determine an institution's compliance with federal, state, and WASC requirements as expressed in WASC's 10 standards. The standards are stated in their entirety on pages 7 through 55 in the *Manual*.



Visiting Committee Training

The Visiting Committee's Primary Task:

- **The Visiting Committee is to determine the institution's success in meeting WASC's 10 standards (based largely on federal requirements) for Career and Technical Institutions that may wish to qualify for Title IV funds (mainly Pell Grants).**



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WASC's 10 Standards are encompassed in these areas:

- 1. Institutional Mission, Objectives, and Purpose**
- 2. Organizational Structure**
- 3. Human Resources**
- 4. Evaluation and Planning**
- 5. Educational Programs**
- 6. Program, Student, and Institutional Outcomes**
- 7. Student Services and Activities**
- 8. Learning Resources**
- 9. Financial Resources**
- 10. Physical Resources**



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The Standards are divided into three parts (see *Manual*, pp. 9–11 for an example)

- 1.** The name of the standard and a list of objectives that express the importance of the standard.
- 2.** The criteria that institutions are to meet to comply with the standard.
- 3.** Suggestions of exhibits that may be presented to the Visiting Committee to demonstrate compliance.



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The Criteria within the Standards:

Some standards have only 5 or 6 criteria; some have many more. For each standard, the institution is asked to:

- List *all* exhibits that are used to demonstrate compliance with the standard.
- Check the appropriate Yes, No, or N/A box.
- Write a summary statement explaining what is currently in place, and list any key issues that may need to be addressed.
- List *only* the exhibit(s) that apply to the specific criterion.



Visiting Committee Training

Other committee assignments:

- 1.** To verify the thoroughness of the institution's self-study.
- 2.** To determine if there has been an accurate self-assessment of the institution, through the self-study process, based on its mission and Commission standards.



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Pre-visit information:

- 1. Visiting Committee members should receive a copy of the self-study at least 20 days before the visit.**
- 2. Review the "Sample Checklist" on page A-13 of the accreditation manual for additional information, such as transportation, housing, meals, meeting rooms, schedule, etc.**



Visiting Committee Training

Size of the Visiting Committee:

- **The Commission staff will determine the number of Visiting Committee members based primarily on the number of students enrolled. However, other factors, such as number of programs, campuses, and distance between campuses may also be considered in determining the size of the Visiting Committee.**



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Pre-visit Caution:

- Chairs may determine progress being made in completing the self-study. They are also to determine if the self-study is ready for distribution to Visiting Committee members. However, *chairs may NOT provide any input, guidance, or advice with respect to writing the self-study or the quality of the contents.* If the institution needs input or advice in these or other areas as the self-study is being developed, please contact the WASC office.



Visiting Committee Training

Visiting Committee Schedule

- The length of the visit may vary from one to three days depending on the size and complexity of the institution and its programs.
- See page A-11 in the *Manual* for a sample schedule.



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Reviewing Evidence:

- **The institution should have evidence on display to support the criteria within each standard. There should be a list of all documents supplied by the institution for each standard and for each criterion. These lists should be included in the institution's self-study document.**



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- **Discussions and Interviews**

One of the primary components of all on-site visits is the conduct of discussions and interviews. Site visit team members are to facilitate interviews and discuss with administrators, faculty, students, members of advisory committees, board members, and other appropriate parties in order to verify the information presented in the self-study report.



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Visiting Committee Report Format

- The report that the Visiting Committee produces as a result of reading the institution's self-study and the on-site visit, should follow the format as indicated on the next slide. (See *Manual*, pp. A-15 – A-16 for full details.)



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Visiting Committee Report Format

COVER

CHAPTER I:
Institution/
Student/
Community
Profile

CHAPTER II:
Progress
Report

CHAPTER III:
Self-Study
Process

CHAPTER IV:
Institution's
Compliance
with WASC
Standards

CHAPTER V:
Ongoing
Institutional
Development



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Other information to be included with the Visiting Committee Report that will be submitted to the Commission:

- 1. The Documentation and Justification Statement (see *Manual*, p. A-5)**
- 2. The Recommendation for a Term of Accreditation (see *Manual*, p. A-3)**
- 3. The signed Conflict of Interest forms (supplied by the WASC office)**



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The Documentation and Justification Statement

- This form is to be a reflection of the Visiting Committee's findings with respect to the institution's compliance with the 10 WASC standards. The Committee is to check the box that best fits the results of the self-study — In Compliance or Out of Compliance. A short narrative statement should be included that briefly summarizes what the institution has done to meet the standard.



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Options for Recommendation for a Term of Accreditation

- The terms of accreditation to be recommended are very specific. If there are compliance deficiencies, the term that can be recommended is based on the duration of the institution's primary program offering(s). Page A-3 of the *Manual* gives a full explanation.



Visiting Committee Training

If you need assistance, your first line of support can be found at the WASC Temecula office:

43517 Ridge Park Drive, Suite 100
Temecula, CA 92590-3615

Phone: (951) 693-2550

Fax: (951) 693-2551

E-mail: mailsocal@acswasc.org

OR



Visiting Committee Training

Your second line of help can be found at the WASC Burlingame office:

**533 Airport Blvd., Suite 200
Burlingame, CA 94010-2009**

Phone: (650) 696-1060

Fax: (650) 696-1867

E-mail: mail@acswasc.org