SIX-YEAR TERM WITH ON-SITE MIDTERM (MID-CYCLE) REVIEW PROCEDURES

SUPPLEMENTARY EDUCATION CENTERS/PROGRAMS

CENTER/PROGRAM INSTRUCTIONS

Supplementary Education Centers/Programs that receive a six-year term with a required midterm site review must prepare a written progress report to submit to the midterm review committee. This report is a concise compilation of all progress noted since the last full self-study visit. Included in this report should be the progress made on the Action Plan that integrated the areas of needed improvement left by the previous full self-study visiting committee, along with supporting evidence that includes the analysis of student achievement data. The progress report should be completed four to five weeks prior to the visit.

The midterm review committee is typically a two-member team comprised of the chairperson and an additional educator from the previous self-study visiting committee. During the visit, the team will verify the progress report and examine other areas as needed. The visit should take place before the end of the third year of the Center/Program’s six-year accreditation status.

Preparation of the Progress Report

The progress report should be prepared by the leadership team responsible for monitoring the Action Plan. Persons or groups most affected by the Action Plan and specific areas of needed improvement should also be involved.

If there are differing opinions regarding the nature and extent of progress, this should be indicated and explained in the report. If changing conditions have made parts of the Action Plan obsolete, that should be noted and explained.

All stakeholders, including the Governing Board, should review and approve the report prior to the visit.
Progress Report Format

The progress report’s format is as follows:

I. Introduction and Basic Student/Community Profile Data
   - A general description of the Center/Program
   - Center/Program goals
   - Student demographics
   - Faculty/staff demographics
   - An analytical summary of disaggregated and interpreted student achievement data since the last full self-study visit
   - Growth or change noted for the entire school and/or designated subgroups of students.

II. Significant Center/Program Changes or Developments

Include a description of any significant changes or developments, i.e., program additions since the last full visit, changes in student enrollment, staffing changes.

Describe the impact these developments have had on the Center/Program and/or specific curricular programs.

III. Ongoing Center/Program Improvement

   - A description of the Center/Program’s procedures for the implementation and monitoring of the Action Plan.
   - Include how this mid-cycle progress report was prepared and whether it was presented to the Governing Board.
   - Provide copies of the Action Plan for year one, year two, and the current third year to the visiting committee members. The assumption is that the plan has been modified and updated annually based on progress and changes.

IV. Action Plan Progress

   - Comment on the accomplishment of each Action Plan area of needed improvement.
   - Note how progress has impacted student achievement.
   - For each area of needed improvement, comment on how each has been addressed in the last three years.

V. Action Plan Refinements

For your convenience, a school progress report template can be found on the WASC website at www.acswasc.org/pdf_general/MidtermReview-ProgressReportTemplate.doc. The progress report template and other Mid-cycle Review materials can be found at the bottom of the School Materials/Templates pages on the WASC website: www.acswasc.org.
Distribution of the Progress Report

1. The Center/Program should share the final report with the faculty and staff prior to the WASC committee visit to the Center/Program.

2. The Center/Program shares the report to the governing board and district leadership prior to the visit.

3. At least three to four weeks prior to the on-site visit, the Center/Program sends one copy of the report to the members of the on-site review committee along with a copy of the most recent Action Plan.

4. The school sends one copy of the report (on CD or hard copy) to:
   
   Associate Executive Director
   Accrediting Commission for Schools
   43517 Ridge Park Dr., Suite 100
   Temecula, CA  92590

Please contact us if you have any questions:

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SIX-YEAR TERM WITH ON-SITE MIDTERM (MID-CYCLE) REVIEW PROCEDURES
SUPPLEMENTARY EDUCATION CENTERS/PROGRAMS

MIDTERM REVIEW COMMITTEE INSTRUCTIONS

The on-site midterm review committee is typically a two-member team comprised of the chairperson and an additional educator from the previous self-study visiting committee. Once the chairperson has accepted the invitation to serve on the committee, the chairperson will select and invite the accompanying member. WASC can help with the selection of a member, if necessary. The on-site review committee will visit the Center/Program to meet with the principal, leadership team, and other groups responsible for the monitoring, implementation, and accomplishment of the Action Plan. The visiting committee will focus on reviewing the Action Plan and the progress made on the follow-up of the major areas of needed improvement made by the previous WASC committee.

On-site Review Committee Guidelines

1. The chairperson of the on-site review committee and the principal/director communicate to develop a mutually acceptable visit date and schedule for the review. The chairperson should request a copy of the previous WASC Visiting Committee Report, copies of the previous and current Action Plan, and a copy of the student/community profile.

2. The chairperson utilizes the previous WASC Visiting Committee Report as a reference to prepare for the one-day visit.

3. The chairperson reviews the follow-up activities which have occurred in response to the previous WASC Visiting Committee Report and any significant developments at the Center/Program. The chairperson should emphasize the importance of noting the progress the school has made in student achievement using multiple means of assessment.

4. The chairperson communicates all information to the committee member in preparation for the review.

5. Following the visit, the review committee expense vouchers should be submitted to the WASC Burlingame Office for reimbursement.
On-site Midterm Review: Visiting Committee Instructions

On-site Review Committee Report

The on-site review committee prepares the review committee report and the confidential justification statement. Immediately following the on-site review, the visiting committee will prepare a report detailing areas of significant progress and specifying those areas of needed improvement that should have the continued attention of the school. The format is as follows:

Name of Center/Program: __________________________________________
Address: ________________________________________________________
District: _________________________________________________________
Date of Previous Visit: ___________________ Date of On-site Review: __________

Committee Chair (Name) Committee Member (Name)

I. Introduction
   – General comments about the Center/Program and its setting.
   – Significant changes or developments that have affected the Center/Program since the last visit.
   – A description of the committee that has been responsible for overseeing the progress on the Center/Program’s Action Plan and preparation of the Center/Program’s progress report.

II. Action Plan and Critical Areas for Follow-up Accomplishments
   Comment on the accomplishment of each Action Plan area of needed improvement.

III. Recommendations
   Include recommendations, if any, where additional attention is needed in the Action Plan regarding previous areas of needed improvement or newly identified concerns.

For your convenience, a Midterm Review Visiting Committee Report template can be found on the WASC website at www.acswasc.org/pdf_general/VC_MidtermReviewTemplate.doc. The template and other midterm review materials can be found on the Revisits Visiting Committee Resources page on the WASC website at www.acswasc.org/vc_revisit.htm.

Confidential Midterm Review Justification Statement

The chairperson of the Midterm Review committee submits a confidential status recommendation which includes a brief justification statement to the Accrediting Commission regarding the progress of the Center/Program in responding to the areas of needed improvement or major recommendations and whether additional visits or other conditions should be required of the school during the remainder of its six-year term. The committee must recommend one of the following: (1) reaffirm accreditation for remainder of the six-year term, (2) reaffirm accreditation and require an additional report or an additional visit in one year, or (3) recommend that accreditation be withheld. Both the chair and member must sign and date the status recommendation.

Send one copy of the (1) confidential on-site review status recommendation and justification statement and the (2) Visiting Committee Report to the WASC Burlingame Office. Please make certain both the chairperson and member have signed the confidential accreditation status recommendation. Send one copy of the On-site Midterm Review Visiting Committee Report to the Center/Program.