THREE-YEAR TERM REVISIT PROCEDURES FOR SUPPLEMENTARY EDUCATION CENTERS/PROGRAMS

CENTER/PROGRAM INSTRUCTIONS

The purpose of the three-year term revisit is to determine the future accreditation status of the Supplementary Education Center/Program. The visiting committee will review the progress the Center/Program has made in responding to the areas of needed improvement identified in the prior visiting committee report and any subsequent revisit committee reports as a basis for making this determination.

The WASC office will appoint a committee of one to two members, one of whom will be from the original visiting committee, when available. Revisits usually occur during the spring of the scheduled year. A mutually acceptable date for the visit will be determined with the Center/Program and the visiting committee.

The Center/Program is responsible to complete a progress report. A template can be found on the WASC website at www.acswasc.org/process_supplementary.htm. The report will focus on the progress made on the areas of needed improvement identified in the last self-study visiting committee report.

The progress report should address all the areas of needed improvement identified in the last visiting committee report. The Center/Program should explain any area of needed improvement that is no longer considered valid or appropriate because of changing conditions. Differing opinions on the nature and extent of progress should be indicated and described.

The progress report should include the following:

- An updated basic student/community profile from the prior full self-study report, including a general description of the Center/Program, student goals, student demographics, faculty/staff demographics, and an analytical summary of disaggregated and interpreted student achievement data.
- A description of any significant developments, including program additions, since the last full self-study visit.
- A description of the Center/Program’s procedures for the implementation and the monitoring of the Action Plan, noting the specific responses to identified critical areas of needed improvement.
- Comment on the progress made with each areas of needed improvement; cite evidence including how progress in each area has impacted student achievement.

The progress report should be completed at least 4–5 weeks before the revisit and a hard copy should be mailed as well as an electronic copy emailed to the visiting committee members.
Forward the following items to the **chair of the revisit team**:

1. Progress report (mail at least 4–5 weeks before the visit)
2. A copy of the visiting committee report from the last full self-study
3. Copies of any additional reports required following the last full self-study visit, if applicable.
4. In addition, share the progress report with those listed below:
   a. Revisit committee members (mail at least 4–5 weeks before the visit)
   b. Entire program staff as part of the ongoing follow-up
   c. Accrediting Commission for Schools, WASC
      43517 Ridge Park Drive, Suite 100
      Temecula, California 92590

The Center/Program director is responsible to work closely with the chair in planning the schedule for the one-day visit. The Center/Program director is responsible for all logistical arrangements, such as lodging, work room, etc. Visiting committee expenses for the revisit are submitted to the WASC office for reimbursement.

As soon as the visiting committee chair forwards a copy of the visiting committee report to the Center/Program, the Center/Program should mail **five copies** of the visiting committee report to:

   Accrediting Commission for Schools, WASC
   533 Airport Boulevard, Suite 200
   Burlingame, California 94010

An electronic copy of the visiting committee report should be also sent to Michelle Allen in the Temecula, CA office at mallen@acswasc.org.

**Note**: The Center/Program should contact the chairperson if it has not received a final copy of the visiting committee report within 2 weeks following the visit.

The WASC office will invoice the Center/Program for the revisit. This fee is based on a per-member fee. Additional information regarding WASC visiting committee fees can be found on the WASC website at [www.acswasc.org/about_fees.htm](http://www.acswasc.org/about_fees.htm).
VISITING COMMITTEE INSTRUCTIONS

On-Site Visit Preparation:

1. The chair uses the last visiting committee report and Action Plan (provided by the Center/Program) as a reference to begin planning the visit. The identified areas of needed improvement and the Action Plan will guide the areas of focus during the visit.

2. The chair and head of the Center/Program discuss what has occurred since the last visit, such as program changes and ongoing follow-up.

3. The chair and the Center/Program head determine how to most productively use their time during the visit and establish a schedule. The schedule may involve meetings with staff, students, parents, along with classroom visits.

4. Upon receipt and analysis of the progress report, the chair finalizes the schedule for the revisit.

5. The chair communicates all information and forwards any necessary paperwork (in addition to the Progress Report which is sent directly to the members by the Center/Program) to the other members of the visiting committee.

At the end of the visit, the visiting committee will have an exit conference with the Center/Program’s leadership team to review the visiting committee’s findings.

Immediately following the revisit, the visiting committee will prepare a visiting committee report that comments on progress made and areas that still need to be addressed by the Center/Program. This report will be sent to the Center/Program with the reminder for the Center/Program to copy the report and send five (5) copies to the WASC Burlingame Office. The report, as well as the visiting committee’s confidential accreditation status recommendation and justification statement, will be reviewed by the Accrediting Commission.

The visiting committee report should include the following:

I. Introduction (1/2 to 1 page)
   A. General comments about the Center/Program and its setting
   B. Significant changes or developments that have affected the Center/Program since the last full visit

II. Follow-up Process (1/2 to 1 page)
   Briefly comment upon the Center/Program’s process for follow-up, including the capacity of the Center/Program to monitor implementation and accomplishment of the areas for improvement as recommended by the previous visiting committee.

III. Progress on Areas for Needed Improvement (2–4 pages but more may be needed)
   A. Summary of Progress: Comment on the accomplishment of each area of needed improvement, noting which have been addressed through each section. In this succinct summary of the Center/Program’s progress since the full visit, comment on any observable impact on student learning.
B. **Priority and/or Additional Areas for Needed Improvement:** Identify and note any areas that need to be given priority for the Center/Program’s ongoing improvement. (This may also include additional growth areas and/or recommendations for follow-up.)

C. **Program Success:** Report on the Center/Program’s success in addressing the areas of needed improvement.

The chair sends a completed report to the Center/Program and to the WASC office. The revisit committee will complete the confidential accreditation status recommendation and justification statement for the Accrediting Commission. The chair is responsible for sending this confidential form, along with one copy of the visiting committee report, to the WASC Burlingame office.

Effective July 2012, WASC adopted a new approach to grant accreditation status. The focus on status, rather than terms, will better support high-quality learning for all students as well as the achievement of each Center/Program’s areas of needed improvement. The status options the visiting committee may recommend as a result of this visit are as follows:

- Three-Year Accreditation Granted with the next Full Self-Study visit in **Three Years**
- Three-Year Accreditation Granted with a Progress Report due in **One Year**
- Three-Year Accreditation Status Granted with a Progress Report and a One-Day Special Visit in **One Year**
- Accreditation Status Withheld.

At the next regularly scheduled WASC Commission meeting, the Accrediting Commission for Schools will make a decision regarding the accreditation status of the Center/Program. This action will be based on the visiting committee report, the accreditation status recommendation, and the Center/Program’s progress report. The Center/Program will be informed of the Commission action following this meeting.

For further information, you may contact our office at 951/693-2550, or you may write to:

Accrediting Commission for Schools, WASC
43517 Ridge Park Drive, Suite 100
Temecula, California 92590

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