Supplementary Education Centers/Programs Overview Webinar

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Three Divisions of WASC

• Accредiting Commission for Schools (K-12)
  • Public
  • Charter
  • Private
  • Religious
  • Online
  • Postsecondary
  • Supplementary

College-Level

• Accредiting Commission for Senior Colleges and Universities

• Accредiting Commission for Community and Junior Colleges
Webinar Agenda

1. Overview of WASC accreditation process for Supplementary Education Programs (SEPs)
2. Explanation of accreditation “status”
3. Tips for preparing an excellent written Self-Study Report
4. Tips for hosting a successful site visit
5. Question & Answer Session
Two Kinds of SEPs

**Corporate:** National organizations
(i.e., Huntington Learning Centers, Sylvan Learning Centers)

**Non-Corporate:** Local, independent centers
(i.e., language centers, math or academic support centers)
SEP Accreditation Manual

1. How to start the accreditation process

2. The seven standards of accreditation

3. The Self-Study Report
   - Community Profile
   - Relationships
   - Educational Services
   - Organization for Student Learning
   - Curriculum, Instruction, and Assessment

4. The Action Plan
Three Components in the Accreditation Process

1. School Self-Evaluation
   * results in a written *Self-Study Report*

2. Peer Review
   * results in a site visit by outside educators and a
     written *Visiting Committee Report*

3. Ongoing School Improvement
   * results in a Center *Action Plan*
The Players

1. Owner or Franchise Director
2. Center Leadership
3. Faculty and Staff
4. Visiting Committee
5. WASC Commission

Each has a role to play!
The Documents

Self Study Report

Center Action Plan

Visiting Committee Report, Documentation & Justification Statement
WASC Expectations

• *Self-Study Report* every six years

• Host a site visit at least once every six years (3rd year mid-cycle visit is common)

• Analyze learning data — draw conclusions

• Review and revise Action Plan each year and develop an accountability process to ensure progress

• Involve all stakeholders
The focus is on the six-year process, not a one-time event

There is now a “probation” status for SEPs that are not making progress

It provides a plan for ongoing Center improvement
Status Options

• Six-year status with mid-cycle progress report
• Six-year status with one-day mid-cycle visit
• Six-year status with two-day mid-cycle visit
• Probation status
• Accreditation withheld

Questions?
Where are you in the Accreditation Timeline?

**Fall Visits**

- *Self-Study Report* completed
- Everyone should read the *Self-Study Report*
- Finalize logistics of your visit
Spring Visits

• Collect input to form Draft #1.
• Send the draft to the Chair for his/her input.
• Begin planning site visit schedule; find out needs for accommodations, food, and workroom space.
• Meet weekly with those who are doing the final editing of the Self-Study Report.
• Begin to prepare the teachers and staff for their roles and duties during the site visit.
• Revise the School Action Plan using the conclusions reached as a result of the self-study process.
1. Attractive and professional presentation

2. Step back and read draft #1, asking important questions:

- Did you answer the question?
- Are your answers concise?
- Are you only describing what you do — or are you giving your evaluation of what you do?
- Do you draw conclusions?
- Does your Action Plan align with your conclusions?
3. Report should be collaborative

4. Be honest and transparent

5. Do not use individual’s names in the report

6. Cite evidence where appropriate — back up what you affirm with examples, reports, assessments, etc.

7. In Action Plan, use the who, what, why format
   - Who is responsible for this task?
   - What do you want him/her/group specifically to do?
   - Why is this task important — what is the intended result?
Example of an “Area of Needed Improvement” (written in the “who, what, why” format)

The principal and teachers should develop a clear assessment process so that student learning data can be gathered and analyzed, resulting in conclusions that will be used to improve the learning program for all students.
Tips on Hosting a Successful Visit

1. Communicate often with the Chair
2. Have all stakeholders read the *Self-Study Report*
3. Prepare a well-defined schedule
4. Set up a comfortable work area
5. Check out of the hotel
6. Teach your staff what the Visiting Committee will be doing:
   • Validate your *Self-Study Report*
   • Watch classes or tutoring (not evaluating teachers)
   • Observations for their written report
   • Group discussions
   • Write their own written report to WASC

7. Plan for all the logistics

8. Make the team feel wanted and appreciated
The Overarching Purpose of the Site Visit

- To validate your Self-Study Report
- To affirm your Action Plan
Thank you for joining us today; contact me if I can be of further help to you in any way!

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