

WASC Postsecondary Suggested Site Visit Schedule

The schedule for the site visit is developed collaboratively with the Visiting Committee Chair and the school Leadership Team. It is up to the school to notify all stakeholders of meeting times and locations. The Site Visit Schedule can be flexible to accommodate members of committees, Board members, or other stakeholder groups. The schedule may also be modified to accommodate the size of the school, the number of separate campuses, and the number of team members required. It is also possible for smaller schools (under 500 students) to shorten the visit to two and one-half days.

Preparation Day (Sunday)

- 1:00–1:30 Visiting Committee arrives at the hotel or school
- 1:30–3:30 The Chair leads a preparation meeting for the Visiting Committee
- 3:30–4:00 Tour of the facility (school provides maps, class schedules, personnel lists, etc.)
- 4:00–5:00 Visiting Committee meets with the school Leadership Team
- 5:00–6:00 Schools may arrange (optional) for a Board reception or social function that includes institutional personnel, Governing Board members, advisory committee members, local community leaders, etc.

First Day (Monday)

- 7:30–8:30 Meeting with Leadership Team
- 8:30–12:00 Visiting Committee interviews, class observations, review of documents, etc.
- 12:00–1:00 Lunch (with student group or faculty)
- 1:00–3:00 Visiting Committee continues visiting, observing, and writing its report
- 3:00–4:30 Focus Group Meetings
- 4:30–5:00 Optional Leadership Team Meeting to report on Day One findings

Second Day (Tuesday)

- 7:30–8:30 Meeting with Leadership Team
- 8:30–12:00 Visiting Committee interviews, class observations, review of documents, etc.
- 12:00–1:00 Lunch (with student group or faculty)
- 1:00–3:00 Visiting Committee continues visiting, observing, and writing report
- 3:00–4:30 Focus Group Meetings
- 4:30–5:00 Optional Leadership Team Meeting to report on Day Two findings

Third Day (Wednesday)

- 7:30–8:30 Meeting with Leadership Team
- 8:30–12:00 Visiting Committee completes written reports
- 12:00–1:00 Lunch with Leadership Team to present draft of *Visiting Committee Report*
- 1:00–3:00 Visiting Committee finishes the *Visiting Committee Report and Documentation and Justification Statement*, and then signs the *Ballot*
- 3:00–3:30 Exit meeting: Committee presents major findings to all stakeholders