Focus on Learning
Preparing, Reviewing, Reporting, Follow-up
Procedures/Responsibilities of Visiting Committee Members

Stage I: Previsit Preparation

A. Understand the Self-Study Outcomes
   1. The involvement and collaboration of all staff and other stakeholders to support student achievement
   2. The clarification and measurement of what all students should know, understand, and be able to do through schoolwide learner outcomes and academic standards
   3. The analysis of data about students and student achievement
   4. The assessment of the entire school program and its impact on student learning in relation to the schoolwide learner outcomes, academic standards, and WASC/NLSA criteria
   5. The alignment of a long-range action plan to the school’s area of need; the capacity to implement and monitor the accomplishment of the plan.

B. Review criteria and appropriate curricular references

C. Read the school report

D. Compare the school's self-study findings to the concepts of the criteria

E. Write questions about concerns, clarifications, and evidence to be pursued during the visit

Write tentative narrative statements for assigned sections of the visiting committee report

Stage II: Initial Visiting Committee Member Meeting

A. Discuss the school report in relationship to the concepts of the criteria: perceptions, questions, and concerns

B. Review the tentative narrative statements

C. Decide on the critical areas of focus for evidence analysis during the visit
Stage III: Synthesis Meeting (Night Meetings)
Discuss and synthesize with other Visiting Committee members the following:

1. Key concepts of criteria
2. School Report
3. Findings during the visit

Stage IV: Closure
A. Share the draft report with the Leadership Team and make appropriate modifications
B. Decide on an accreditation status recommendation
C. Share the final report with the school
D. Encourage ongoing school site follow-up