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

Stage I: Previsit Preparation

A. Understand Parameters for Analysis
   1. the involvement and collaboration of stakeholders in the self-study
   2. the clarification of the school's purpose and expected schoolwide learning results
   3. the assessment of the actual student program and its impact on student learning with respect to the criteria
   4. the development of a schoolwide action plan that integrates subject area/program and support plans to address identified growth needs
   5. the development and implementation of an accountability system for monitoring the accomplishment of the action 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 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

Over
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 visit

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