

Focus on Learning

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

Stage I: Previsit Preparation

- A. Understand the self-study outcomes for analysis
 - 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 ACS WASC criteria
 - 5. The alignment of a long-range action plan to the school's areas of need; the capacity to implement and monitor the accomplishment of the plan
- B. Review the 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

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