

ACS WASC/Hawaii DOE**Preparing, Reviewing, Reporting, Follow-up
Procedures/Responsibilities of Visiting Committee Members****Stage I: Previsit Preparation**

- A. Understand Parameters for Analysis
 - 1. Inclusiveness: The involvement and collaboration of all school/community stakeholders to support student achievement.
 - 2. Purposefulness: The clarification of the school's vision/mission and General Learner Outcomes.
 - 3. Student-focused: The analysis of data about students and student achievement.
 - 4. Evaluation: The evaluation of the entire school program and its impact on student learning based on General Learner Outcomes, academic standards, and HIDOE/ACS WASC criteria.
 - 5. Accountability: The implementation and monitoring of the Academic Plan that supports high-quality learning.
 - 6. Leadership: The facilitation by school leadership of the HIDOE/ACS WASC accreditation/school improvement process that advocates, nurtures, and sustains the vision and the culture of learning.
- 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
- F. 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 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 the Leadership Team and make appropriate modifications
- B. Decide on accreditation status recommendation
- C. Share the final report with school
- D. Encourage ongoing school site follow-up