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.
   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

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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