

---

## Visiting Committee Chair Checklist

### Previsit Preparation

1. \_\_\_\_\_ Respond to the ACS WASC invitation accepting the invitation to chair the Visiting Committee.
2. \_\_\_\_\_ Attend the ACS WASC Chair Training.
3. \_\_\_\_\_ Become familiar with the *Postsecondary Accreditation Manual*.
4. \_\_\_\_\_ Begin regular communication with the administrator/director and Self-Study Coordinator to answer questions and give assistance.
5. \_\_\_\_\_ Arrange a one-day preliminary visit to the school campus.
  - Meet with the administrator/director, Self-Study Coordinator, Leadership Team, and other staff members as possible.
  - Discuss the logistics of the visit, progress made on the self-study, and read the rough draft of early chapters to offer suggestions.
  - Provide an overview of the accreditation process and duties of all stakeholder groups.
  - Validate committee organization/membership.
  - Determine how evidence has been gathered and analyzed with respect to the ACS WASC Postsecondary Criteria and Schoolwide Learner Outcomes.
  - Determine how learning data is analyzed and used in the Focus Group or Leadership Team discussions.
  - Determine if the *Action Plan* is supported by the Focus Groups and Self-Study Committees. Will the *Action Plan* effectively guide the work of the school and ensure quality learning for students? Can the *Action Plan* sections be implemented immediately within existing resources?
  - Establish the visit schedule to maximize time for dialogue with the Focus Groups and Leadership Team, the gathering of evidence (class/program observations, interviews, examination of student work, and meetings with institutional groups), and time for the Visiting Committee to complete its report.
  - Does the schedule for the visit permit daily dialogue with the Leadership Team regarding preliminary findings, thereby building the trust and rapport for ongoing communication and collaboration?
  - Work with the school to finalize the housing and visit arrangements.
  - Obtain the school's previous *Self-Study Report*; the mid-cycle report; the probation reports, if applicable; the current *Action Plan*; the student/community profile; and other pertinent background materials.
6. \_\_\_\_\_ Receive roster of Visiting Committee members from the ACS WASC office.
  - Call each Visiting Committee member, welcome them to the team, and thank them for their willingness to participate.

- Send initial letter via email, including the school’s description, to the members; ACS WASC will send the postsecondary manual directly to the Visiting Committee members.
  - Ask members to fill out the form indicating their preferences for the prewriting assignments for the rough draft of the *Visiting Committee Report*.
  - Remind members that they are required to participate in Visiting Committee training.
  - Make frequent contact with Visiting Committee members and keep them updated on visit details and documents in process.
7. \_\_\_\_\_ Maintain regular contact with the school.
- Do they need further direct assistance?
  - Is there progress on the self-study?
  - Will the *Action Plan* impact quality learning for students?
8. \_\_\_\_\_ Send second letter to Visiting Committee members.
- Assign prewriting assignments with careful instructions and deadlines.
  - Remind them to compare the school’s self-study to the ACS WASC Postsecondary Criteria and Schoolwide Learner Outcomes.
  - Ask members to send written questions about issues and concerns, and note clarifications and evidence that should be pursued during the visit.
  - Compile a list of questions to bring to the site visit.
  - Include the schedule for the visit.
9. \_\_\_\_\_ After the *Self-Study Report* has been sent to all Visiting Committee members by the school, contact the Visiting Committee members:
- Confirm the receipt of the *Self-Study Report*.
  - Offer assistance with assigned tasks and prewriting assignments.
  - Remind members to submit written questions to be answered during the visit.
  - Confirm the initial meeting time.
10. \_\_\_\_\_ Write Chapters I and II of the *Visiting Committee Report*.
11. \_\_\_\_\_ Add the prewriting sections of Chapter III by the Visiting Committee members and create a rough draft of the *Visiting Committee Report* to bring to the site visit.
12. \_\_\_\_\_ Plan the orientation meeting for Visiting Committee members prior to the initial meeting at the school (e.g., Sunday afternoon). The meeting should cover:
- The purpose of the visit, conducting the visit in an atmosphere of collaborative and open communication.
  - Emphasis upon the ACS WASC Postsecondary Criteria and the school’s Schoolwide Learner Outcomes as the basis for evaluating the *Self-Study* and the visit.

- Discussion of self-study: trends/perceptions, questions, concerns, and the relationship of the document to the ACS WASC Postsecondary Criteria and the Schoolwide Learner Outcomes.
  - Discussion of ways to gather evidence.
  - Review of the overall schedule.
  - Review of the Accreditation Status Determination Worksheet and how consensus will be reached for a recommendation to the ACS WASC Commission.
  - Plan out how to gather evidence through class/program observations, interviews, examination of student work and other data, and program and Focus Group meetings.
  - Stress with Visiting Committee to avoid prescription and “how we do it at our school” discussions.
13. \_\_\_\_\_ Create a detailed timeline for the visit that will allow the Visiting Committee to complete its tasks of writing the *Visiting Committee Report, Documentation and Justification Statement*, and the *Accreditation Status Recommendation*.

#### During the Visit

14. \_\_\_\_\_ Give the school leader a copy of the rough draft of the *Visiting Committee Report* on Sunday so that he/she has the chance to read it through Sunday night.
15. \_\_\_\_\_ Meet daily with the school leaders, including the Leadership Team, about the Visiting Committee findings, questions, visit logistics, etc.
16. \_\_\_\_\_ Guide the Visiting Committee members to discuss and investigate any issues or questions raised in the dialogue with the Leadership Team.
17. \_\_\_\_\_ Facilitate the necessary *Visiting Committee Report* modifications as the report is finalized.
18. \_\_\_\_\_ Facilitate the Visiting Committee discussion of the accreditation status that will be recommended to the ACS WASC Commission.
19. \_\_\_\_\_ Complete the *Visiting Committee Report, Documentation and Justification Statement*, and sign the *Accreditation Status Recommendation* that will be submitted to the ACS WASC office.
- Be sure that the *Visiting Committee Report* is consistent and aligned to the *Documentation and Justification Statement*, and the status recommendation.
  - Have Visiting Committee members sign the *Accreditation Status Recommendation*.
20. \_\_\_\_\_ Have Visiting Committee members complete expense vouchers and give them an opportunity to complete the optional chairperson evaluation form.
21. \_\_\_\_\_ Plan for the Exit Meeting — read major areas of strength and major key issues; give all members a chance to publicly say “thank you;” have the Visiting Committee stay briefly after the meeting concludes for some social interaction.

- 22.\_\_\_\_\_ Do not imply the recommendation to the ACS WASC Commission; it is confidential.
- 23.\_\_\_\_\_ Remind the school leadership to integrate the Visiting Committee suggestions and recommendations into the schoolwide *Action Plan* for immediate implementation.

After the Visit

- 24.\_\_\_\_\_ Send appropriate “thank-you’s” to school leadership individuals and Visiting Committee members.
- 25.\_\_\_\_\_ Notify ACS WASC right away of any problems that need to be addressed.
- 26.\_\_\_\_\_ Submit the Visiting Committee Member evaluations, expense reports, etc. to the ACS WASC office.