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 collaboration 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 the criteria
2. School report
3. Findings during the 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 the school
D. Encourage ongoing school site follow-up