ACS WASC/Hawaii DOE

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

Stage I: Previsit Preparation
A. Understand the Guiding Principles of Accreditation: The HIDOE/ACS WASC believes that the accreditation process empowers schools to:
   • Ensure that there is a culture of involvement and collaboration of leadership, staff, students, teachers, parents, and other stakeholders
   • Ensure there is a culture that nurtures and supports the well-being of all students.
   • Demonstrate through its program there is evidence that its vision, mission and General Learner Outcomes are accomplished by students.
   • Evaluate students’ achievement of the General Learner Outcomes and the academic standards.
   • Use multiple ways to analyze data to demonstrate student achievement, including student and staff perceptions/interviews, examining student work, and observing students engaged in learning.
   • Evaluate its program effectiveness in relation to 1) its impact on student learning based on General Learner Outcomes, student learner needs, and academic standards; and 2) meeting an acceptable level of quality in accordance with the HIDOE/ACS WASC criteria.
   • Align its prior and current prioritized findings to the Academic Plan and the HIDOE Strategic Plan 2017-2020 focusing on areas of greatest student and therefore teacher/school needs.
   • Implement and monitor the ongoing improvement results and the impact on student 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