



Accrediting Commission for Schools Western Association of Schools and Colleges

The Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC) is deeply grateful for the work that you, as ACS WASC volunteers, do in accreditation visits all across California, Hawaii, the Pacific Islands, and East Asia, and other international locations. We consider you to be a valuable part of our family as you provide expertise to ACS WASC-accredited schools.

You are receiving this letter because you are serving as an “ACS WASC-Appointed Member” on a visiting committee for an affiliate member school. Because your visit is coordinated by one of our affiliate organizations, you may be using a different accreditation manual than the *Focus on Learning* manuals most familiar to you. The ACS WASC Commission has reviewed and approved the manual that you will be using in your upcoming visit and we hope you will be able to carefully review the affiliate’s documents before your site visit.

You will soon hear from the chair of your visiting committee who will share with you the schedule for your visit, along with some additional logistical details. You will be asked to participate in the pre-writing work that is done by visiting committee members as you all collaborate on writing the **visiting committee report**.

To help you better understand your role as an ACS WASC-Appointed Visiting Committee Member, here are some thoughts and suggestions:

1. The joint visit is coordinated primarily by the affiliate organization that is responsible for assigning the chair of the visiting committee. ACS WASC provides one or two member(s) of the team to make it truly a joint, collaborative visit by ACS WASC and the affiliate organization.
2. It is important that you familiarize yourself with the accreditation documents being used. Even though you will find them somewhat different than ACS WASC materials, they have been reviewed and approved for use by ACS WASC in our partnership agreements.
3. The accreditation process is a collaborative effort where consensus is needed among the visiting committee. We ask that you be a good team player and work for consensus as you have done in the past on ACS WASC-coordinated visits. The focus of the visit is on how all aspects of the program and operations support defined high-quality learning based on schoolwide student goals and academic standards.
4. In the unlikely event that you strongly disagree with the findings of the Visiting Committee, you have the right to file a “Minority Report.” This 1–2 page document should be sent to the ACS WASC office to clarify why you believe the visiting committee did not appropriately evaluate the school. ACS WASC will review your

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report and take appropriate action. Please do not create a controversy with your minority opinion during the visit but allow the visiting committee chair to direct as he/she sees fit. You can then later file the Minority Report with the ACS WASC office if you believe it is necessary.

As an ACS WASC-appointed visiting committee member, you represent all of us during your visit. We trust you will show great professionalism, collegiality, and competence as you serve as a member of the visiting committee on the joint visit. If you have any questions or would like to have a more thorough discussion regarding your role, please do not hesitate to contact ACS WASC. Thank you for helping us maintain strong relationships with our affiliate partners as we work together in the accreditation process.

Thank you for your willingness to serve in this important role — we wish you the best as you participate in this site visit!