

WASC Postsecondary Sample Visiting Committee Schedule

The schedule for the site visit is developed collaboratively with the Visiting Committee Chair and the school Leadership Team. It is up to the school to notify all stakeholders of meeting times and locations. Schedules can be flexible to accommodate members of committees, board members, or parents. The schedule may also be modified based on the size of the school, the number of separate campuses, and the number of team members required.

Preparation Day (Sunday)

- 1:00–1:30 Visiting Committee arrives at the hotel arranged by the institution and the Visiting Committee Chair
- 1:30–4:00 The Chair oversees an introductory meeting to prepare the Committee for the visit
- 4:00–4:30 Tour of the facility (school provides maps, class schedules, personnel lists, etc.)
- 4:30–6:00 Schools may arrange (not required) for a social function that includes institutional personnel, governing board members, advisory committee members, local community leaders, and the Visiting Committee

First Day (Monday)

- 7:30–8:30 Meeting with Leadership Team
- 8:30–12:00 Visiting Committee interviews, class visits, review of documents, etc.
- 12:00–1:00 Lunch (with parent group or student group)
- 1:00–3:00 Visiting Committee continues visiting, observing, and writing
- 3:00–4:30 Institutional Committees and Focus Group Meetings

Second Day (Tuesday)

- 7:30–8:30 Meeting with Leadership Team
- 8:30–12:00 Visiting Committee interviews, class visits, review of documents, etc.
- 12:00–1:00 Lunch (with parent group or student group)
- 1:00–3:00 Visiting Committee continues visiting, observing, and writing
- 3:00–4:30 Institutional Committees and Focus Group Meetings

Third Day (Wednesday)

- 7:30–8:30 Meeting with Leadership Team
- 8:30–12:00 Visiting Committee completes reports
- 12:00–1:00 Lunch with Leadership Team to present draft of *Visiting Committee Report*
- 1:00–3:00 Visiting Committee finishes *Visiting Committee Report* and *Documentation & Justification Statement*
- 3:00–3:30 Exit meeting: Committee presents major findings to all stakeholders