**Special Visit (SV) Chair Communication to The Team**

**Sample**

**[TODAY’S DATE]**

Name of Institution: **[NAME OF INSTITUTION]**

Dates of Review (beginning at 4pm and ending at noon): **[DATES]**

Dear Team:

Welcome to the **[NAME OF INSTITUTION]** team which will conduct a Special Visit (SV). We appreciate your participation in this important quality-assurance, peer-review accreditation process. During the upcoming weeks, we will work together to determine the scope of the review and identify any issues related to compliance with WSCUC Standards.

Our visit will begin at **4pm** on **[Team Meeting date]** with a team orientation meeting at the hotel. The visit will conclude as scheduled on **[Last Day of Visit]** at noon. All team members must be present for the entire visit, including the exit meeting that is held at the end of the visit.

The institutional materials we will need for our visit are on box.com (a cloud service), in a designated folder to which you have been invited by the Accreditation Process Manager. Other documents which the team will use during and after the review may be found in the team box folder under **SV List of Docs & Forms.** If you have not already done so, please be sure to bookmark this site for the visit. Our goal is to finalize the team report by the conclusion of our visit and file a confidential team recommendation with the Commission.

As chair of the team, I am writing to you now to initiate our group effort for the visit and begin planning in earnest. Our next step is the all-important team videoconference meeting.

### Assistant Chair

### [Name of Assistant Chair] will be serving as the assistant chair. The assistant chair’s task is to work with the team to produce the first draft of the team report, with attention to format, evidence, analysis, and recommendations. The assistant chair works closely with me and the team in visit preparation and follow-up, including recording notes of the pre-visit videoconference meeting and other meetings and checking the confidential email account. The assistant chair also produces a consolidated team worksheet in advance of the team videoconference meeting.

**The Team Videoconference meeting**

Visits require a high level of advance preparation. As part of our preparation, we will hold a videoconference meeting several weeks before the visit to discuss the institution, the foci of the review, and team strategies for the gathering and analysis of evidence for those issues. The meeting will also function as a team training session with our WSCUC staff liaison, **[Name of Liaison],** who will orient the team to the visit process, timeline, and logistics.

The team videoconference meeting is scheduled for [**Date of Team videoconference meeting, if scheduled].** It will be essential for you to have read the documents provided before this meeting and to be prepared to discuss your impressions, especially as they affect your team writing assignment. Together we will analyze how well the institution is positioned for the visit, further consider compliance issues that have been identified, and what remains in final preparations for the visit. We will be using the team worksheet to provide a framework for the videoconference meeting discussion.

Please complete the attached worksheet and email it to the assistant chair by **[Date]** in time for everyone to be prepared for the meeting. The assistant chair will compile the worksheets to facilitate our discussion and return a consolidated worksheet to team members. It is critical for everyone to complete the worksheet and send it in on time so that we can have a productive discussion.

**Travel Plans and Reimbursement and Starting/Ending Times for the Visit**

Please complete your travel plans as soon as possible. WSCUC procedures for visit expenses require that each team member be responsible for his or her travel and other expenses and be reimbursed after the visit. Your claim for reimbursement should be made shortly after the conclusion of the visit. Note: If you are traveling internationally, please contact your WSCUC liaison for additional information. An expense reimbursement form and the WSCUC policy on expenses are included in the online resources provided by WSCUC. Flight times over eight hours in length may be booked as business class. Ground transportation will be provided by the institution or may be arranged via rideshare or taxi service. Car rentals will not be reimbursed unless authorized by WSCUC staff in consultation with the institution. Hotel reservations are made by the institution, which usually arranges to pay for accommodations directly. In connection with your travel plans, you will receive a survey or questionnaire from the institution before the visit to inform you about hotel accommodations and local transportation and to ascertain your travel plans and visit-related needs. Your prompt response to the survey will be helpful to the institution as it moves forward with its plans for our visit. See the [Travel and Business Expense Policy](https://wascsenior.box.com/s/vzaa8kq0gh19y4ho9lpi) for more information.

**Team Assignments**

Based on my understanding of your expertise, I have organized the team’s assignments by the foci of the institution’s report, the type of review, and required compliance elements. Individual interviews, meetings with groups, and new information will be helpful during the visit to assist you in your work. These assignments are preliminary and will be discussed and finalized during the videoconference meeting:

|  |  |  |
| --- | --- | --- |
| **Essay** | **First Writer** | **Second Writer** |
| **[FOR SPECIAL VISIT]** |  |  |
| Issue 1 [TITLE] |  |  |
| Issue 2 [TITLE] |  |  |
| Issue 3 [TITLE] |  |  |
| Etc. |  |  |

As a reminder, the first writer drafts the assigned sections of the report. The second writer is available for consultation and collaboration and may attend interviews or review material related to this topic. We will all be working together on all the topics but assigning a first and second writer helps the team to be productive within our limited time frame, to organize our work, and to prepare a thorough report.

Before you begin writing, please review the [WSCUC Style Guide](https://wascsenior.box.com/s/gmpcmhp29saqwz3do30j). This document provides guidance for writing your sections that will make it easier for the assistant chair to prepare a first draft of the report.

**Next Steps**

Before the videoconference meeting on [**Date of Team videoconference meeting, if scheduled]**, please review the documents sent by WSCUC and the institution. We suggest that you set aside a whole day to do this. An early start will ensure that you have time to review the materials carefully and complete the pre-visit team worksheet.

I look forward to our meeting. Thank you again for agreeing to be part of this accreditation effort, which is so important to the continued vitality of the institutions in our region.

Sincerely,

Name of Team Chair

cc: WSCUC Staff Liaison

*Revised, July 2023*