**Accreditation Visit (AV) Chair Communication to The Team**

**Sample**

Today’s Date:

Name of Institution:

Dates of Review:

Dear Team:

I send warm greetings to you as members of the team that will conduct the Accreditation Visit (AV) to **[Institution Name]** on **[Dates and Year].** As chair, I have appreciated your work on the Offsite Review (OSR). **[WELCOME NEW MEMBERS, AS APPROPRIATE]**

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

As you know, our objective in the institution visit phase of the accreditation review is to evaluate areas identified in the Offsite Review and verify compliance with WSCUC Standards. As a reminder, the institutional materials we will need for our visit are on <http://www.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 OSR & AV List of Docs & Forms.** If you have not already done so, please be sure to bookmark this site for the visit. We will be reviewing the preliminary team report and looking at additional information from the institution. 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 Accreditation Visit and begin planning in earnest for this final phase in the process.

# 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 a combined team report with particular attention to format, evidence, analysis, and recommendations. The assistant chair works closely with me and the team in preparation for, and during, the Accreditation Visit, including recording notes of meetings and checking the confidential email account once we are at the institution. The assistant chair also produces a consolidated team worksheet in anticipation of our team videoconference meeting.

# The Team Videoconference meeting

Accreditation 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 and the new information it has provided, the foci of the review as established in the OSR Summary of Lines of Inquiry, and team strategies for the gathering and analysis of evidence for those remaining 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 Accreditation Visit process, timeline, and logistics.

The team videoconference meeting is scheduled for at **[Date of Team 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 videoconference meeting worksheet to provide a framework for the videoconference meeting discussion.

Please complete the 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 Starting/Ending Times for the Visit

We are all mindful about how uncertain these times are, challenging whether or not we will be able to visit to the campus and, therefore, knowing when to make travel arrangements. Our **[Name of Liaison]**, will be in touch with the team by email with updated information from WSCUC, as it develops.

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 voucher](https://wascsenior.box.com/s/zw79ppjmolbhqvrhb3xu) and the [WSCUC policy on expenses](https://wascsenior.box.com/s/vzaa8kq0gh19y4ho9lpi) are included in the online resources provided by WSCUC Team members who fly within the United States to the site are expected to purchase coach fare airline tickets. Ground transportation will be provided by the institution. 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.

# Team Assignments

Individual interviews, meetings with groups, and new information will be helpful during the AV to assist you in your work. As a reminder, below are the agreed assignments for this visit:

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| --- | --- | --- |
| **Components** | **First Writer** |  **Second Writer** |
| 1. Introduction: Institutional Context; Response to Previous Commission Actions |  |  |
| 2. Compliance: Review under WSCUC Standards and Compliance with Federal Requirements:  |  |  |
| Review under the Standards |  |  |
| Standard 1 |  |  |
| Standard 2 |  |  |
| Standard 3 |  |  |
| Standard 4 |  |  |
| Federal Requirements |  |  |
| **Components** | **First Writer** | **Second Writer** |
| 1 - Credit Hour and Program Length Review |  |  |
| 2 - Marketing and Recruitment Review |  |  |
| 3 - Student Complaints Review |  |  |
| 4 - Transfer Policy Review |  |  |
| 3. Degree Programs: Meaning, Quality, and Integrity of Degrees |  |  |
| 4. Educational Quality: Student Learning, Core Competencies, and Standards of Performance at Graduation |  |  |
| 5. Student Success: Student Learning, Retention, and Graduation |  |  |
| 6. Quality Assurance and Improvement: Program Review; Assessment; Use of Data and Evidence |  |  |
| 7. Sustainability: Financial Viability; Preparing for the Changing Higher Education Environment |  |  |
| 8. Institution-specific Themes(s) (optional) |  |  |
| 9. Conclusion: Reflection and Plans for Improvement |  |  |

|  |  |  |
| --- | --- | --- |
| **Additional Areas** | **First Writer** | **Second Writer** |
| Off-campus Locations Review, as appropriate |  |  |
| Distance Education Review, as appropriate |  |  |

As a reminder, the first writer drafts the assigned section of the report. The second writer is available for consultation and collaboration and may attend interviews or review material related to this issue. We will all be working together on all the issues but assigning a first and back-up reader 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]**, 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 videoconference meeting 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, August 2022*