# Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Worksheet Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Team Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Worksheet Completed Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# OSR Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Conference Call Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Offsite Review (OSR) Team Worksheet

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| Worksheet Purposes | Worksheet Instructions |
| The purpose of this worksheet is to:1. Assist team members prepare for the OSR and their assigned responsibilities.
2. Record observations from the preliminary review of the institution’s report.
3. Record and compare initial assessments on how well the institution complies with the Standards, addresses the components, and meets federal requirements.
4. Explore how well the institution has met the Commission’s concerns from the last review.
5. Determine key issues, areas of focus, and strategies for the OSR.
 | To complete this worksheet, team members are asked to:1. Read and analyze the materials available from the institution, including the report and any supporting documents.
2. Review the *2013 Handbook of Accreditation*, including the Standards and other material about the visit process sent by WSCUC staff.
3. Complete each section of the worksheet and email it to the team assistant chair and to the WSCUC staff liaison by the due date.

The assistant chair will prepare a summary document showing all responses and will email the document to team members and the WSCUC staff liaison in advance of the OSR. |

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| I. Evaluation of the Institutional Report*Note: Institutions were free to combine essays and respond to them in any order. Institutions could also use bullet points for Component 9.* |
| *Institutional Report and Supporting Materials* | *Strengths: Areas of Good Practice* | *Weaknesses: Areas for Improvement* | *Specific Questions: Areas for Further Inquiry* |
| **Component 1** Introduction: Institutional Context; Response to Previous Commission Actions |  |  |  |
| **Component 2** Compliance: Adequacy of institution’s self-reflection and analysis |  |  |  |
| **Component 3**Degree Programs:Meaning, Quality, and Integrity of Degrees |  |  |  |
| **Component 4**Educational Quality:Student Learning, Core Competencies, and Standards of Performance at Graduation |  |  |  |
| *Institutional Report and Supporting Materials* | *Strengths: Areas of Good Practice* | *Weaknesses: Areas for Improvement* | *Specific Questions: Areas for Further Inquiry* |
| **Component 5**Student Success: Student Learning, Retention, and Graduation |  |  |  |
| **Component 6**Quality Assurance and Improvement:Program Review;Assessment;Use of Data and Evidence |  |  |  |
| **Component 7**Sustainability:Financial Viability;Preparing for the Changing Higher Education Environment |  |  |  |
| **Component 8 (optional)**Institution-specific Themes(s) (optional) |  |  |  |
| **Component 9**Conclusion:Reflection and Plans for Improvement |  |  |  |
| *Institutional Report and Supporting Materials* | *Strengths: Areas of Good Practice* | *Weaknesses: Areas for Improvement* | *Specific Questions: Areas for Further Inquiry* |
| **Inventory of Educational Effectiveness Indicators (IEEI)** |  |  |  |
| **Federal requirements:****1 – Credit Hour and Program Length Review Form** |  |  |  |
| **Federal requirements:****2 – Marketing and Recruitment Review Form** |  |  |  |
| **Federal requirements:****3 – Student Complaints Review Form** |  |  |  |
| **Federal requirements:****4 – Transfer Policy Review Form** |  |  |  |

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| II. Consideration of Standards and Criteria for Review  |
| *Application of the 2013 WSCUC Standards from Review under WSCUC Standards and Compliance with Federal Requirements* | *Strengths: Areas of Good Practice* | *Weaknesses: Areas for Improvement* | *Specific Questions: Areas for Further Inquiry* |
| **Standard 1: Defining Institutional Purposes and Ensuring Educational Objectives** (include Criteria for Review and Guidelines) |  |  |  |
| **Standard 2: Achieving Educational Objectives through Core Functions** (include Criteria for Review and Guidelines) |  |  |  |
| **Standard 3: Developing and Applying Resources and Organizational Structures to Ensure Quality and Sustainability** (include Criteria for Review and Guidelines) |  |  |  |
| **Standard 4: Creating an Organization Committed to Quality Assurance, Institutional Learning, and Improvement** (include Criteria for Review and Guidelines) |  |  |  |

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| III. Preliminary Approach to the Offsite Review |
| **A. How well does the report demonstrate engagement with issues that will lead to real improvement?** |
| **B. Does the institution gather appropriate evidence and analyze it well? Does the evidence support or fail to support the institution’s actions, decision-making, and claims?** |
| **C. Has the institution made recommendations for improvement resulting from its review? Does the report integrate and synthesize evidence leading to findings and recommendations for action?**  |
| **D. What additional documents or materials, if any, would you like to see during the OSR at the WSCUC office?** |
|  **E. What specific questions do you have about the institutional report not addressed somewhere else?** |
|  **F. Any special issues or suggested strategies for conducting the Offsite Review?** |
| **G. What preliminary suggestions, ideas, or issues do you have about areas of focus for the Accreditation Visit to the institution?** |
| **H. Please make other comments if you wish:** |

*Rev 07/16/2015*