Institution: Worksheet Due Date:

Team Member: Worksheet Completed Date:

Visit Date: Videoconference meeting Date:

# Special Visit (SV) Team Worksheet

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| Worksheet Purposes | Worksheet Instructions |
| The purposes of this worksheet are to: 1. Assist team members prepare for the videoconference meeting and assigned responsibilities for the review.
2. Record observations from the preliminary review of the institution’s report and data exhibits.
3. Explore how well the institution has met the Commission’s concerns from the last review.
4. Identify any potential problems with compliance with the Standards, if applicable.
5. Determine key issues, areas of focus, and strategies for the visit.
6. Identify any additional information needed in advance of the visit or to be available during the visit.
7. Refine and confirm team assignments and plan for report drafting.
8. Develop a list of activities and persons to meet on the visit so that the visit schedule can be prepared.
 | 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. Read the *Handbook of Accreditation*, including the Standards and other material about the visit process sent by the WSCUC staff.
3. Complete each section of the worksheet and email it to the assistant chair of the team by the deadline.

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

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| **I. EVALUATION OF THE SPECIAL VISIT REPORT** |
| ***Overall quality of the Institutional Report on Commission-identified Issues*** | ***Strengths: Areas of Good Practice*** | ***Weaknesses: Areas for Improvement*** | ***Specific Questions: Areas for Further Inquiry*** |
| **A.** |  |  |  |
| **B.** |  |  |  |
| **C.** |  |  |  |
| **D.** |  |  |  |
| **E.** |  |  |  |
| **F.** |  |  |  |

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| **I. EVALUATION OF THE SPECIAL VISIT REPORT (continued)** |
| ***Overall quality of the Institutional Report*** | ***Strengths: Areas of Good Practice*** | ***Weaknesses: Areas for Improvement*** | ***Specific Questions: Areas for Further Inquiry*** |
| **G. Consequential Inquiry:** How well does the report demonstrate engagement with issues that will lead to real improvement? |  |  |  |
| **H. Evidence:** Did 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?  |  |  |  |
| **I. Institution’s Recommendations and Actions:** Has the institution made recommendations for improvement resulting from its review? Does the report integrate and synthesize institutional evidence and exhibits, leading to findings and recommendations for action? |  |  |  |

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| **II. PRELIMINARY APPROACH TO THE SPECIAL VISIT** |
| A. Key issues for the team to explore on the visit: |
| B. Evidence of potential non-compliance with the Standards (if relevant): |
| C. Additional evidence to be sent by the institution in advance of the review or to be available during the visit: |
| D. Persons, committees, or groups to be interviewed: |
| E. Suggested strategies and methods for the visit: |
| F. Other comments, concerns, issues: |