Offsite Review (OSR) Meeting

(Name of Institution)

# Agenda

# Sample

**Date and Time of Meeting:**

**(Day, Date, Start Time – End Time)**

**Meeting link:**

**(Provided by staff)**

Chair: Introductions and Review of Agenda (5 minutes)

Liaison: Overview of Institution (5 minutes)

* Accreditation history and current status
* Decision options for team after accreditation visit
* Deliverables at the conclusion of the OSR (“Lines of Inquiry” --- draft attached)

Chair: Review of Team Assignments (5 minutes)

* Component 1: Introduction: institutional context; response to previous Commission actions
* Component 2: Compliance: Review under WSCUC Standards and Compliance with Federal Requirements
* Standard 1
* Standard 2
* Standard 3
* Standard 4
* Credit Hour and Program Length Review
* Marketing and Recruitment Review
* Student Complaints Review
* Transfer Policy Review
* Component 3: Degree Programs: meaning, quality and integrity of degrees
* Component 4: Educational Quality: student learning, core competencies, and standards of performance at graduation
* 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: Institution-Specific Theme (optional)
* Component 9: Conclusion: reflection and plans for improvement
* Distance Education Program Review, as appropriate
* Visit to off campus location(s), as appropriate

Chair: Summary of Meeting with President/Chancellor (if it has taken place) (5 minutes)

Assistant Chair: Brief discussion of report (15 minutes)

* General impressions of quality of report
* Any particular issues?

Assistant Chair: Discussion of Draft Schedule for OSR (10 minutes) (see attached)

Chair: Next Steps (2 minutes)

* Key dates
* (Day, Date): worksheets due
* (Day, Date): consolidated worksheet distributed to team
* (Day, Date): team meets remotely in the afternoon
* (Day, Date): team meets remotely for a full day ending with a video conference with the institution
* What else?

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