Offsite Review Schedule - Sample

(Subject to modification by the team)

# Day One

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| Time | Activity |
| 4–6 pm | **Team Meeting**. A sample agenda:   1. Welcome and member introductions ***(Chair)*** 2. The Institutional Review Process (IRP) and visit parameters ***(WSCUC liaison)*** 3. Overview of the IRP 4. Accreditation history of the institution and current status 5. Decision options for the team at the time of the Accreditation Visit 6. Deliverables from the OSR 7. Summary of Lines of Inquiry for the institution 8. Preliminary Team Report (drafting of sections) 9. Policy on public disclosure 10. **Component 1,** **Introduction**: Review of institution’s history, highlights of the Introduction in the institutional report, review of institutional response to previous Commission actions ***(Team discussion leaders)*** 11. Identification of issues, review of assignments, and modifications of Agenda for Day Two ***(Assistant Chair)*** |

# Day Two

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| Time | Activity |
| 8:00–8:15 am | **Welcome** |
| 8:15–9:45 am | **Component 2, Compliance:** Review under the WSCUC Standards and Compliance with Federal Requirements ***(Team discussion leaders)* Required Appendices**: IEEI, four federal forms ***(Team discussion leaders)*** |
| 9:45 – 10:15  am | **Component 3, Degree Programs:** Meaning, Quality, and Integrity of Degrees ***(Team discussion leaders)*** |
| 10:15 – 10:30 am | **Break** |
| 10:30 – 11:00 am | **Component 4,** **Educational Quality**: Student Learning, Core Competencies, and Standards of Performance at Graduation ***(Team discussion leaders)*** |

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| Time | Activity |
| 11:00- 11:30 am | **Component 5, Student Success**: Student Learning, Retention, and Graduation ***(Team discussion leaders)*** |
| 11:30 – 12:00 pm | **Component 6, Quality Assurance and Improvement:** Program Review; Assessment; Use of Data and Evidence ***(Team discussion leaders)*** |
| 12:00 – 12:30 pm | **Component 7, Sustainability**: Financial Viability; Preparing for the Changing Higher Education Environment ***(Team discussion leaders)*** |
| 12:30 – 1:00 pm | **Lunch and, if needed, Component 8** Institution-specific Themes(s)(optional) ***(Team discussion leaders)*** |
| 1:00 – 1:30 pm | **Component 9, Conclusion**: Reflection and Plans for Improvement ***(Team discussion leaders)*** |
| 1:30 - 2:45pm | **Team response**. Team prepares principal response to institutional report including initial commendations/recommendations, scope of Accreditation Visit, and further information to request of institution. Team uses **Summary of Lines of Inquiry** template. Team determines structure for the call with institutional representatives. ***(Team)*** |
| 2:45 – 3:00 pm | **Break and prepare for conference call with institutional representatives.** |
| 3:00–3:45 pm | **Conference call.** Team conducts video conference call with President, Chief Academic Officer, Chief Financial Officer, and Accreditation Liaison Officer, and others the institution may wish to invite. Chair of the team conducts the call and facilitates introductions. Chair invites the President to comment on any new developments or continuing activities related to the institutional report. Chair and team communicate: (1) commendations; (2) the general sense of the team’s direction and its current thinking, signaling the key issues on which the team intends to focus during the AV [this should be done at a ‘macro’ level]; (3) the kind of information and data that the team will be requesting in advance of the AV. While questions may be posed by the team chair and/or members, this call is not designed to be an in-depth fact-finding activity. See “*Video Conference Call with Institutional Representatives Guidelines.*” ***(Team)*** |
| 3:45 – 4:30 pm | **Conclusion**. Team finalizes **Summary of Lines of Inquiry** and discusses next steps including deadline for submitting written sections of the preliminary team report narrative. Set date for Accreditation Visit conference call. ***(Team)*** |