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**Special Visit (SV) Team Report Directions and Template**

# **Purpose of the Team Report**

The Special Visit team report conveys to the Commission and the institution the team’s findings and recommendations of the issues that gave rise to the Special Visit. These issues are usually set forth in a Commission action letter. The Executive Committee of the Commission may also call for a Special Visit, in which case the issues are set forth in staff letter sent on behalf of the Commission.

# **Team Chair and Assistant Chair Responsibility for the Team Report**

The chair and assistant chair work together to prepare and finalize the team report as follows:

1. The assistant chair compiles and edits the team members’ drafts into one coherent document and forwards the report to the chair for review.
2. The chair or assistant chair sends the draft team report to the team and WSCUC staff liaison for comment and incorporates, as appropriate, any suggested revisions.
3. The chair sends the resulting draft team report as a PDF file to the CEO of the institution for correction of errors of fact and redaction of proprietary information, requesting a response setting forth any desired changes.
4. When the CEO’s comments are received, the chair makes any revisions that are deemed necessary in consultation with the assistant chair and WSCUC liaison.
5. The team chair sends the final team report to the WSCUC Accreditation Process Manager, who will then send the final report to the CEO. WSCUC also invites the CEO to submit a response to the team’s findings, to be shared with the Commission.

# **Contents of the Report**

The report contains the following:

1. Title page **[indicate if evaluation was under 2013 or 2023 WSCUC Standards]**
2. Table of contents with page numbers
3. Team report
4. Relevant appendices

# **Report Length and Page Format**

Special Visit team reports are generally 10–20 pages in length, using a standard-sized font (e.g., Times New Roman 12-point or Calibri 11-point), and with double-spaced lines. Page numbers should be included.

The report is the work of the team and not of WSCUC staff. Therefore, the WSCUC logo should not appear on the report.

# **Style Guide**

Refer to the WSCUC Style Guide for guidance on writing team reports.

# **Using the Handbook and Standards of Accreditation and Citing the CFRs**

The Standards of Accreditation provide the warrant and framework for the team’s review and the Commission’s action. While the Standards are not intended to be applied mechanically, it is crucial for the team to identify and cite the Standards and Criteria for Review (CFRs) that apply to the concerns that the team is evaluating.

# **Confidential Team Recommendation Form**

The team recommendation form is confidential and intended only for the WSCUC team, WSCUC staff, and the Commission. It is not part of the team report, and it is not shared with the institution. It should be sent to WSCUC as a separate document before or at the same time the final version of the report is submitted.

If a team is recommending imposing or lifting a Notice of Concern or sanction, please consult the 2023 Handbook on Accreditation and the WSCUC staff liaison for more information.

*Revised, August 2017*

*Revised, July 2023*

**Sample Title Page Format**

**REPORT OF THE WSCUC TEAM**

**SPECIAL VISIT**

To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Institution)

Date of Visit

Team Roster

List names of chair, assistant chair, team members, and WSCUC staff liaison. Include title and institution for each person.

|  |
| --- |
| The team evaluated the institution under the **[2013 or 2023]** Handbook and Standards of Accreditation and prepared this report containing its collective evaluation for consideration and action by the  institution and by the WASC Senior College and University Commission (WSCUC).  The formal action concerning the institution’s status is taken by the Commission and  is described in a letter from the Commission to the institution. This report and the  Commission letter are made available to the public by publication on the WSCUC website. |

**TABLE OF CONTENTS**

**SECTION I – OVERVIEW AND CONTEXT**

1. Description of the Institution, its Accreditation History, as Relevant, and the Visit
2. Description of Team’s Review Process
3. Institution’s Special Visit Report: Quality and Rigor of the Report and Supporting Evidence

**SECTION II – TEAMS’S EVALUATION OF ISSUES UNDER THE STANDARDS**

(Use a separate heading and subsection for each major issue from the Commission’s previous action letter or other document that established the issues to be addressed on this visit.)

1. Issue: [Heading]
2. Issue: [Heading]
3. Issue: [Heading]

**SECTION III – OTHER TOPICS, AS APPROPRIATE**

**SECTION IV – FINDINGS, COMMENDATIONS, AND RECOMMENDATIONS FROM THE TEAM REVIEW**

**APPENDICES (if applicable)**

**SECTION I – OVERVIEW AND CONTEXT**

(Approximately 25-30% of entire report, 2-6 pages)

**A. Description of Institution, Accreditation History, as relevant, and Visit**

* Provide background information on the mission and nature of the institution, including brief history, location(s), size, levels and kinds of degrees awarded.
* Provide brief information on the institution’s recent accreditation history, leading up to this visit, with special attention to the circumstances that gave rise to the Special Visit.
* Provide a summary list of the issues that the Special Visit report will address.
* Provide a brief description of the team’s process for gathering, analyzing, and interpreting information, e.g., interviews conducted, materials examined such as institutional documents, confidential email account, and so on.
* Indicate whether the institution has off-campus locations or distance education programs that were part of this visit. If so, which ones were reviewed as a part of this review? (A separate report on any such matters should be included as an appendix and should be discussed, as appropriate, within the body of the report.)
* Indicate where any special follow-up related to substantive change was conducted in connection with this visit. (A report on any such matters should be included as an appendix.)

**B. Description of Team’s Review Process**

Provide a brief description of how the review was conducted, with general information about the nature of the team’s work. Do not append a schedule.

**C. Institution’s Special Report: Quality and Rigor of the Report and Supporting Evidence**

Describe the overall quality of the institution’s report and update and its value in the review process.

* Was the report well organized and clearly written and presented?
* Did the report accurately portray the condition of the institution?
* What was the extent of institutional involvement in the review and report preparation?
* If issues of teaching and learning were addressed, how were faculty included in the discussion and in the action steps taken?
* Did the institution address each of the identified issues as a rigorous inquiry with searching questions, appropriate methodology, and effective use of evidence?
* How effective was the institution’s analysis of the evidence?
* How well did the institution’s conclusions align with the evidence?
* How did the institution evaluate its own action steps and how effective did they prove to be?

**SECTION II – EVALUATION OF ISSUES UNDER THE STANDARDS**

(Approximately 60% of the report, 6-12 pages)

This section of the team report should be organized by issue or topic, paralleling the issues identified by the Commission in its letter requesting the Special Visit. Each issue should be identified, followed by:

* A statement of the evidence reviewed by the team on this issue
* Analysis of the effectiveness of institutional actions taken in response to the Commission’s concerns
* Findings and conclusions about the institution’s progress in addressing the issue

In its Special Visit report, the institution should identify major changes that have occurred since the last review. If any changes have occurred that impact the institution’s functioning under WSCUC Standards, whether or not related to the issues identified by the Commission for review, the team should report on those matters.

**SECTION III – OTHER TOPICS, AS APPROPRIATE**

(Approximately 5-10% of the report, 1-2 pages, if there are important issues not addressed elsewhere in the report)

**SECTION IV – FINDINGS, COMMENDATIONS, AND RECOMMENDATIONS**

(Approximately 5-10% of entire report, 1-2 pages)

Set forth the team’s findings, commendations, and recommendations on the areas reviewed during this Special Visit, and on any new areas of concern identified by the team. All recommendations should be supported by evidence and analysis that is set forth in Section II of the report. Recommendations contained in this section should concern broad and overarching areas that the team finds need to be addressed. Other suggestions and observations that do not rise to the level of recommendations may be made in the report, but should not be included in this section. Each recommendation should cite one or more relevant Standards and CFRs.

**APPENDICES (if applicable)**