Institution: Worksheet Due Date:

Team Member: Worksheet Completed Date:

Visit Date: Videoconference meeting Date:

# Seeking Accreditation Visit (SAV) 2+ Team Worksheet

  **Standards:** **\_\_\_\_\_\_ 2013 \_\_\_\_\_\_ 2023**

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| Worksheet Purposes | Worksheet Instructions |
| The purpose of this worksheet is to:1. Assist team members to prepare for the visit and their assigned responsibilities.
2. Assign Standards found to be in non- or minimal compliance at the prior Seeking Accreditation Visit to a team member for a preliminary review.
3. Record observations from the preliminary review of the institution’s report.
4. Record and compare initial assessments on how well the institution complies with the Standard(s) in non- or minimal compliance.
5. Determine key issues, areas of focus, and strategies for the visit.
 | To complete this worksheet, team members are asked to:1. Read and analyze the materials available from the institution, including the team report and Commission action letter from the prior Seeking Accreditation Visit and any supporting documents.
2. Review the *Handbook of Accreditation*, including the Standards, the *How to Become Accredited Procedures Manual*, 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 visit. |

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| ANALYSIS OF THE REPORT |
| 1. How well did the institution respond to recommendations identified in the Commission action letter from the prior Seeking Accreditation Visit?
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| 1. How well did the institution address issues related to non- or minimal compliance?

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| CFR | Strengths: Areas of Good Practice | Weaknesses: Areas for Improvement | Specific Questions: Areas for Further Inquiry |  |
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(expand table as appropriate) |
| 1. Comment on any remaining federal requirements, as appropriate:
2. Credit Hour and Program Length
3. Marketing and Recruitment
4. Student Complaints
5. Transfer Credit Policy
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| D. 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?  |
| E. What additional documents or materials, if any, would you like to see in advance of or during the visit?  |
| F. What specific questions do you have about the institutional report not addressed somewhere else? |
| G. Any special issues or suggested strategies for conducting the visit, including the identification of individuals, groups, and/or committees to be interviewed? |
| H. Please make other comments if you wish: |