**Thematic Pathway for Reaffirmation (TPR)**

**Chair Communication to the Team**

**Sample**

Today’s Date:

Name of Institution: «Institution\_name»

Dates of Review: «Dates, Year»

Dear Team:

Welcome to the **«Institution\_name»** team which will conduct the TPR Visit on **«Dates, Year».**

The review is scheduled to begin at 4pm on **«Initial\_team\_Mtg»** with a team orientation meeting. The review is scheduled to conclude at noon on **«Last\_day\_of\_visit».** All team members should be present for the entire review, including the exit meeting that is held at the end of the review. The schedule for interviews may be adjusted with the concurrence of the team and the institution.

As you know, our objective for the accreditation review is to evaluate themes identified in the institutional report and verify compliance with WSCUC Standards. As a reminder, the institutional materials we will need for our review are on [www.box.com](http://www.box.com), in a designated folder to which you have been invited by the Visit Process Manager. Other documents which the team will use during and after the review may be found in the team box folder under **TPR List of Docs & Forms.**

As chair of the team, I am writing to you now to initiate our group effort for the TPR Review and begin planning in earnest.

**Assistant Chair**

**«Assistant\_Chair\_»** will be serving as the assistant chair. The assistant chair’s task is to work with the team to produce a combined team report with particular attention to format, evidence, analysis, and recommendations. The assistant chair works closely with me and the team in preparation for, and during, the TPR visit, including recording notes of meetings and checking the confidential email account once the Review has started. The assistant chair also produces a consolidated team worksheet in anticipation of our team videoconference meeting.

**The Team Videoconference Meeting**

TPR Visits require a high level of advance preparation. As part of our preparation, we will hold a videoconference meeting several weeks before the review to discuss the institution’s theme(s) and compliance with the Standards. The meeting will also function as a team training session with our WSCUC staff liaison, **«VP»,** who will orient the team to the TPR Review process, timeline, and logistics.

The team videoconference meeting is scheduled for «Actual\_date» **«Actual\_time»** [**Date of Team videoconference meeting, if scheduled].** It will be essential for you to have read the documents provided before this meeting and to be prepared to discuss your impressions, especially as they affect your team writing assignment. Together we will analyze how well the institution is positioned for the visit, consider compliance issues that have been identified, and discuss what remains in final preparations for the review. We will be using the team worksheet to provide a framework for the videoconference meeting discussion. Note: There may be additional team videoconference meetings to address other issues.

Please complete the worksheet and email it to the assistant chair by **[Date]** in time for everyone to be prepared for the meeting. The assistant chair will compile the worksheets to facilitate our discussion and return a consolidated worksheet to team members. It is critical for everyone to complete the worksheet and send it in on time so that we can have a productive discussion.

**Travel Plans**

Please complete your travel plans as soon as possible. WSCUC procedures for visit expenses require that each team member be responsible for his or her travel and other expenses and be reimbursed after the visit. Your claim for reimbursement should be made shortly after the conclusion of the visit. Note: If you are traveling internationally, please contact your WSCUC liaison for additional information. An expense voucher and the WSCUC policy on expenses are included in the online resources provided by WSCUC. Flight times over eight hours in length may be booked as business class. Ground transportation will be provided by the institution. Car rentals will not be reimbursed unless authorized by WSCUC staff in consultation with the institution. Hotel reservations are made by the institution who will pay for accommodations directly. In connection with your travel plans, you will receive a survey or questionnaire from the institution before the visit to inform you about hotel accommodations and local transportation and to ascertain your travel plans and visit-related needs. Your prompt response to the survey will be helpful to the institution as it moves forward with its plans for our visit. For more information see the [Travel and Business Expense Policy.](https://wascsenior.box.com/s/vzaa8kq0gh19y4ho9lpi)

**Team Assignments**

Based on my understanding of your expertise, I have organized the team’s assignments by the foci of the institution’s report, the type of review, and required compliance elements. Individual interviews, meetings with groups, and new information will be helpful during the review to assist you in your work. These assignments are preliminary and will be discussed and finalized during the videoconference meeting.

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| **Components** | **First Writer** | **Second Writer** |
| 1. Introduction: Institutional Context; Response to Previous Commission Actions |  |  |
| 2. Compliance: Review under WSCUC Standards and Compliance with Federal Requirements |  |  |
| Review under the Standards |  |  |
| Standard 1 |  |  |
| Standard 2 |  |  |
| Standard 3 |  |  |
| Standard 4 |  |  |
| Federal Requirements |  |  |
| 1 - Credit Hour and Program Length Review |  |  |
| 2 - Marketing and Recruitment Review |  |  |
| 3 - Student Complaints Review |  |  |
| 4 - Transfer Policy Review |  |  |
| 8. Institution-specific Themes(s) (expand or contract as needed) |  |  |
| Theme A |  |  |
| Theme B |  |  |
| Theme C |  |  |
| 9. Conclusion: Reflection and Plans for Improvement |  |  |

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| **Additional Areas** | **First Writer** | **Second Writer** |
| Off-campus Locations Review, as appropriate |  |  |
| Distance Education Review |  |  |

As a reminder, the first writer drafts the assigned section of the report. The second writer is available for consultation and collaboration and may attend interviews or review material related to this issue. We will all be working together on all the issues but assigning a first and back-up reader helps the team to be productive within our limited time frame, to organize our work, and to prepare a thorough report.

Before you begin writing, please review the [WSCUC Style Guide](https://wascsenior.box.com/s/gmpcmhp29saqwz3do30j). This document provides guidance for writing your sections that will make it easier for the assistant chair to prepare a first draft of the report.

**Next Steps**

Before the videoconference meeting, please review the documents sent by WSCUC and the institution. We suggest that you set aside a whole day to do this. An early start will ensure that you have time to review the materials carefully and complete the team worksheet.

**Key Deadlines**

(Date): Team submits worksheet to assistant chair

(Date): Assistant Chair returns worksheet to team

(Date): Team holds team only videoconference meeting (other videoconference meetings may be scheduled)

(Date): Review scheduled to begin

(Date): Review scheduled to conclude

I look forward to our meeting. Thank you again for agreeing to be part of this accreditation effort, which is so important to the continued vitality of the institutions in our region.

Sincerely,

«Team\_Chair\_»

cc: «VP», WSCUC staff liaison

*Revised, Sept 2023*