Accreditation Visit (AV) Videoconference Meeting

(Name of Institution)

# Sample Agenda

Date and Time of Videoconference Meeting:

 (Day, Date, Start Time – End Time)

Meeting link:

(Provided by staff)

Chair: Introductions and Review of Agenda (2 minutes)

Liaison: Overview of Institution (3 minutes)

* Reminder of accreditation history and current status
* Overview of Institutional Review Process and accreditation process
* Decision options for team after the AV

Liaison: WSCUC policy on publishing all team reports and Commission letters (2 minutes)

Chair: Confirmation of assignments (5 minutes)

* Any changes?

Chair or Assistant Chair: Discussion of institutional response to Lines of Inquiry using consolidated team worksheet (30 minutes)

* Quality of response
* Glaring issues
* Additional documents needed onsite or prior to visit

Chair or Assistant Chair: Discussion of draft visit schedule (30 minutes)

Assistant Chair: Upcoming dates (10 minutes)

* Due date for worksheets
* Date of second videoconference meeting
* Submission of logistics survey to institution ASAP

Chair: Next steps (5 minutes)

* Pre-visit call with President (Chair)
* Conference call with ALO to discuss schedule changes and materials needed (Chair, Assistant Chair, and/or Liaison)
* Distribution of notes from this meeting (Assistant Chair)
* Confidential email account (Assistant Chair)
* Submission of logistics survey to institution as soon as possible (team members)
* What else?

*Revised, July 2023*