**Offsite Review (OSR) Chair Communication to the Team**

**Sample**

**[TODAY’S DATE]**

Name of Institution: **[NAME OF INSTITUTION]**

Dates of Review **[Afternoon of \_\_\_\_ Full day of \_\_\_\_]**

Dear Team:

Welcome to the **[NAME OF INSTITUTION]** team which will conduct the remote Offsite Review (OSR) and the in-person Accreditation Visit (AV). We appreciate your participation in this important quality-assurance, peer-review accreditation process. During the upcoming weeks, we will work together to determine the scope of the review and identify any issues related to compliance to WSCUC Standards.

The Remote OSR will begin in the afternoon of **[DATE]** and last about two hours. The next day, **[DATE],** is a full day review to consider the institutional report and supporting material.

By now you will have received access to the VIP portal (<https://wscuc.force.com/vip/login>) that contains the institutional report and the supporting materials and resources about the institution and the accreditation process. Please be sure to bookmark this site for the duration of the review process.

**Offsite Review Worksheet**

One of the first tasks in our assignment, and one of the most helpful steps in our preparation, is the OSR Team Worksheet. The purpose of the worksheet is to provide a tool that will help team members to: 1) note observations from the materials submitted by the institution, 2) record and compare with each other our initial assessments of the institution’s preparations for the accreditation review, 3) begin identifying questions for the meeting with institutional representatives, 4) identify areas of focus for the review, and 5) refine and confirm team assignments and complete the plan for report drafting. I have attached the worksheet for your use. Please fill it out and return it to the assistant chair **[ASSISTANT CHAIR’S EMAIL]** for compilation. It is critical for everyone to complete the worksheet and send it as soon as possible to the assistant chair so that we can have this tool as we move forward in our preparation for the OSR. The due date for your completed worksheet is **[WORKSHEET DUE DATE].**

**Assistant Chair**

**[NAME OF ASSISTANT CHAIR]** will be serving as the assistant chair. **[NAME OF ASSISTANT CHAIR]**’s task is to create a consolidated worksheet. They will also work with the team to produce a preliminary team report with particular attention to format, evidence, analysis, and recommendations. The assistant chair works closely with me and the team in advance of the OSR and in preparation for, and during, the eventual Accreditation Visit, including recording notes of meetings and checking the confidential email account once we are at the institution.

**Team Assignments**

Based on my understanding of your expertise, I have organized the team’s assignments by the major sections of the institutional report (listed below), the foci of the institution’s review and report, and required areas by WSCUC. These assignments are preliminary. If you are not comfortable with your assignment, please let me know immediately.

The first writer will draft that section of the report. The second writer will be available for consultation, collaboration, or to review material related to this issue. We all work together on all issues, however, assigning a first and second writer ensures team productivity within our limited time frame, helps to organize our work, and allows us to prepare a comprehensive report.

Please note the recommendations in the most recent Commission Action Letter. Please be sure to review the recommendations that fall within your assignments in order to both discuss them during the OSR and to include an analysis in the preliminary team report draft of the institution’s progress in addressing the recommendations.

|  |  |  |
| --- | --- | --- |
| **Component** | **First Writer** | **Second Writer** |
| 1. Introduction: Institutional Context; Response to Previous Commission Actions |  |  |
| 2. 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 |  |  |
| 3. Degree Programs: Meaning, Quality, and Integrity of Degrees |  |  |
| 4. Educational Quality: Student Learning, Core Competencies, and |  |  |
| Standards of Performance at Graduation |  |  |
| 5. Student Success: Student Learning, Retention, and Graduation |  |  |
| 6. Quality Assurance and Improvement: Program Review; Assessment; Use of Data and Evidence |  |  |
| 7. Sustainability: Financial Viability; Preparing for the Changing Higher Education Environment |  |  |
| 8. Institution-specific Themes(s) (optional) |  |  |
| 9. Conclusion: Reflection and Plans for Improvement |  |  |

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

**Team Meeting**

Several weeks before the OSR, we will have a videoconference meeting. The purpose of the meeting is for us to get an overview of the institution (from the WSCUC liaison), review and confirm team assignments, share very preliminary observations of the institution’s report, and discuss the draft OSR schedule. WSCUC staff will send out a schedule survey to determine a time when all team members can meet.

**Next Steps**

Please review the documents sent by the institution and WSCUC. We suggest you set aside an entire day to do this. An early start will ensure you have time to review the materials carefully, complete the pre-OSR worksheet, and can begin drafting a preliminary narrative for your assigned section.

I look forward to our work together on the Offsite Review. 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: WSCUC Staff Liaison

*Revised, May 2021*