

ACCREDITATION TEAM SITE VISIT PREPARATIONS

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ACCREDITATION TEAM SITE VISIT PURPOSE AND OVERVIEW

- A team of evaluators are chosen by the Commission
- The team reviews the institution self study
- The team measures the institution against the Standards of Accreditation
- The team submits a written report and an official, confidential recommendation for Commission action
- The institution provides a response to the team report
- The Commission considers all self study documents, the team report, the institution response, and in-person responses to take official action.

ACCREDITATION TEAM SITE VISIT CHECKLIST

ACCREDITATION TEAM SITE VISIT TIMELINE

8-12 WEEKS BEFORE VISIT

- Book Hotel
- Reserve Meeting Room
- Send Self Study
- Arrange transport
- Tech Support



1-2 WEEKS BEFORE VISIT

- Confirm Travel
- Arrange Interviews
- Stock Team Room
- Make Print/Digital Materials Available



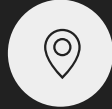
AFTER THE VISIT

- Evaluation Visit Report
- Written Response
- Commission Meeting
- Commission Decision



RECEIPT OF TEAM ROSTER

- Visit Coordinator
- Review Team roster
- Establish Communication
- Airport and Hotel info



4-6 WEEKS BEFORE VISIT

- Communicate Regarding General Parameters
- Post Notice
- Communicate with Constituents



DURING THE VISIT

- Initial Meeting
- Campus Tour
- Coordinator Available
- Coordinate Interviews
- Check with Team



ACCREDITATION TEAM SITE VISIT **TIMELINE**



RECEIPT OF TEAM ROSTER

- Appoint the visit coordinator to make team visit arrangements
- Review Team roster to ensure the information is correct and that there are no conflicts of interest.
- The team chair will establish communication with the President and accreditation liaison.
- Provide the team with airport and hotel information [checklist](#)

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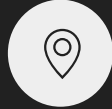
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ACCREDITATION TEAM SITE VISIT **TIMELINE**

- Book separate hotel rooms for the entire team. The hotel should offer food service or be near a restaurant for meals.
- Reserve a meeting room at the hotel for the team to use in the evenings. This should be a private room with a conference table and chairs, wifi, and printer access. A similar meeting room should be available at the institution.
- Send updated Self Study to coa@abhe.org (no later than 8 weeks prior to the visit)
- Arrange for local transportation for the team.
- Arrange for technical support for the team to troubleshoot network or printing issues.

8-12 WEEKS BEFORE VISIT



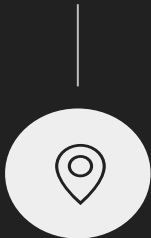
ACCREDITATION TEAM SITE VISIT SELF STUDY MATERIALS

- Statistical Abstract
- Compliance Document (include Regulatory Requirements)
- Assessment Plan
- Planning Document
- Exhibits
- Instructions to access online repository or document manager

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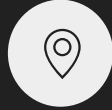
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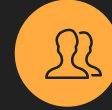
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ACCREDITATION TEAM SITE VISIT **TIMELINE**



4-6 WEEKS BEFORE VISIT

- Communicate with team chair regarding the general parameters and schedule for the site visit. (group interviews, administration dinner, meal planning, etc.)
- Post notice of the evaluation team site visit at least 30 days prior to the visit. (Policy on Public Notification of Comprehensive Visit)
- Communicate with institution constituents (students, staff, faculty, administrators, and board members) and prepare them for the site visit.

ACCREDITATION TEAM SITE VISIT **PREPARE CONSTITUENTS**

- Campus life, activity, and atmosphere should be as normal as possible
- Individuals and groups might meet with the team, be candid in responding to questions.
- These meetings will be scheduled as much as possible, but everyone should be flexible (especially staff, administration, and faculty)
- **Keep distractions to a minimum**
- During class visits: no tests, empty chair available, no reference made to team members

**ACCREDITATION TEAM SITE
VISIT STAFF AND BOARD
PREPARATION**

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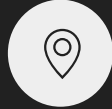
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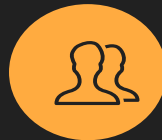
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ACCREDITATION TEAM SITE VISIT **TIMELINE**

- Confirm travel arrangements with team chair and provide [schedule of pick-ups](#) and [contact information](#).
- Arrange for interviews as requested by the team. Create a [schedule](#) from which everyone can work.
- Stock both on and off campus team meeting rooms with the requested supplies, equipment, and refreshments.
- Make print/digital materials available to the team in the meeting room and/or [digitally](#). Any documents that need to be kept in locked filing rooms will be requested when the team is on site.

1-2 WEEKS BEFORE VISIT



ACCREDITATION TEAM SITE VISIT TEAM ROOM DOCUMENTS

- Directory of available materials, including location
- Organizational Chart
- Class schedules for current and previous two years
- Curriculum outlines and syllabi
- Academic catalogues, promotional brochures, etc.
- Policy manuals
- Audited financial statements for past three years
- Budgets
- Registrar Reports and Enrollment Plans
- Faculty rosters and qualifications

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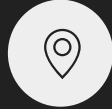
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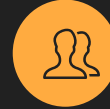
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ACCREDITATION TEAM SITE VISIT TIMELINE



DURING THE VISIT

- Initial Meeting between evaluators and senior administrators.
- Arrange for a campus tour for those evaluators who wish to have one.
- Arrange for the visit coordinator and other staff to be available as escorts or runners.
- Coordinate groups for interviews to be sure everything begins on time.
- Check with the team regularly to see if schedule adjustments need to be made.

ACCREDITATION TEAM SITE VISIT TYPICAL SCHEDULE

- MONDAY: Team arrives, dinner with administrators, team meeting at hotel (team only)
- TUESDAY: Team on campus, orientation to work room, finalize interview schedule, tour, interviews
- TUESDAY EVENING: Team dinner (team only)
- WEDNESDAY: Interviews, team in meeting room.
- WEDNESDAY EVENING: Team dinner (team only)
- THURSDAY MORNING: Team in meeting room, Chair meets with President, Team meets with administration for exit interview, team departs

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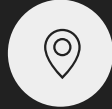
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- The Commission will send the institution the Evaluation Visit Report approximately 30 days after the visit.
- The institution will then prepare a written response to the Visit Report addressing the recommendations given by the team.
- The president and no more than two other individuals representing the institution will appear before the Commission to provide additional information and address questions or concerns.
- The Commission will then provide their decision to the institutional representatives.

AFTER VISIT



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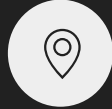
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FLEXIBILITY



ACCREDITATION TEAM SITE VISIT DOCUMENTS

- EVALUATION TEAM HANDBOOK
- SELF STUDY DOCUMENTS
- EXAMPLE STAFF DIRECTORY
- EXAMPLE VISIT SCHEDULE
- EXAMPLE INTERVIEW SCHEDULE
- EXAMPLE SITE VISIT CHECKLIST
- EXAMPLE BOARD PREPARATION SLIDES
- EXAMPLE STAFF/FACULTY PREPARATION SLIDES