
UPON ACCEPTANCE OF ASSIGNMENT

- Review Summary of Accreditation Process (*See also Evaluation Manual [EM]*).
- Review materials in digital kit to become familiar with nature and history of institution and purpose of visit (kit includes last comprehensive and any subsequent evaluation reports, notification letters, and history sheets).
- Review Commission Standards and relevant policy statements (also in digital kit).

PRIOR TO TEAM VISIT

- SET UP PRELIMINARY VISIT** (*See also EM; Chairs' Orientation Workbook*)
 - Contact institution's executive officer to arrange visit. (*Sample letter provided.*)
 - Contact Commission Staff to review areas of Commission emphasis and other issues to be discussed during preliminary visit, including visits to off-campus sites and review of distance and/or correspondence education programs, if any.
- PRELIMINARY VISIT**
 - Review self-study and team composition with institution's executive officer and other major administrators.
 - Discuss any areas of emphasis to be addressed in the self-study identified by the Commission.
 - Discuss housing, technology needs, team workroom, transportation, and other logistical arrangements.
 - Designate contact person, plan visit, draft appointment schedule, including plans for "open" meetings.
 - With executive officer, discuss arrangements for meeting with governing board and format for exit report.
 - When relevant, contact central/system office.
 - When relevant, arrange for means to review distance education programs, correspondence education programs, visits to branch campuses and/or additional instructional locations. These may take place during the dates of the visit or at other times, depending upon the location and number of sites to be visited.
 - Share observations from preliminary visit with Commission staff.
 - Confirm arrangements with institution. (*Sample letter provided.*)
- COMMUNICATION WITH THE TEAM** (*See also EM; Chairs' Orientation Workbook*)
 - Communicate with team members when final team is confirmed.
 - Prepare the Evaluation Preference Form with specific team assignments, including the review of the institution's award of credit and, when relevant, distance and correspondence education programs, off-campus sites, and other areas of emphasis identified by the Commission.
 - Schedule virtual meeting with team members one month before the visit.
 - Confirm specific team assignments and review campus visit logistics. Set initial meeting time and place. (*Sample letter provided.*)
- FINAL PREPARATIONS FOR THE CAMPUS VISIT** (*See also EM; Chairs' Orientation Workbook*)
 - Review expectations resulting from preliminary visit and finalize preparations for campus visit.
 - Review material from NECHE.
 - Review catalogue and self-study (with special attention to Data First and Student Achievement and Success forms). Identify any areas needing further attention and assign or assume responsibility.

DURING THE VISIT

- INITIAL TEAM MEETING** (*See also EM; Chairs' Orientation Workbook*)
 - Perform introductions, review assignments (primary, secondary responsibilities).
 - Confirm writing assignments, deadlines, format. Emphasize *Standards*, need for documentation, confidentiality.
 - Explain role of observer(s), when relevant.
 - Exchange impressions gathered from self-study and, when relevant, visits to off-campus location(s).
 - Finalize housekeeping details (daily schedule, meetings, meals, transportation).
- MEETING(S) WITH INSTITUTIONAL EXECUTIVE OFFICER**
 - Remind that Preface Page to the Team Report needs to be completed by institution (Template sent in advance).
 - Finalize protocol for exit report.
 - Periodic check-in regarding progress of visit.
- SECOND TEAM MEETING** (*See also EM*)
 - Review team findings, relative to *Standards*.
 - Based on findings, make needed schedule revisions for the next day.
 - Remind team members to note standard-specific strengths and concerns.
 - Start reaching consensus on institution-wide strengths and concerns.
- FINAL TEAM MEETING** (*See also EM*)
 - Achieve consensus on institution-wide strengths and concerns.
 - Achieve consensus of team's confidential recommendation to the Commission.
 - Review schedule for receiving report chapter drafts and reviewing draft report.
- PREPARE FOR EXIT REPORT** (*See also EM*)
 - Summarize team's major findings.
 - Collect team members' draft report chapters.
- CONDUCT EXIT REPORT**

AFTER THE VISIT

- PREPARE AND CIRCULATE DRAFT OF REPORT TO TEAM MEMBERS AND COMMISSION STAFF WITHIN FOUR WEEKS** (*See also EM; Chairs' Orientation Workbook*). Check draft for:
 - Cover page (*Template provided*)
 - Preface Page to the Team Report completed by the institution (*Template provided*)
 - A chapter for each of the eleven *Standards* (comprehensive) or for each area of emphasis (focused)
 - Discussion of:
 - Commission's areas of emphasis
 - Data First and Student Achievement and Success forms
 - Assessment of student learning, including institution's standard of achievement and measures of student success
 - Credit award policy as part of Standard 4, Integrity in the Award of Academic Credit (documenting syllabi review and analysis)
 - Transfer policy and articulation agreements
 - When appropriate, off-campus locations, distance education and/or correspondence education, including verification of distance education and correspondence education students
 - Institutional Effectiveness Summary
 - Affirmation of Compliance with Federal Regulations Relating to Title IV Summary
 - A summary list of institutional strengths and concerns at the end of the report
- SEND REVISED DRAFT TO INSTITUTION'S EXECUTIVE OFFICER FOR CORRECTION OF FACTUAL ERRORS WITHIN SIX WEEKS** (*See also EM; sample letter provided*).
- SEND FINAL REPORT TO INSTITUTION WITH DIRECTIONS FOR DUPLICATION AND DISSEMINATION WITHIN TEN WEEKS** (*See also EM; sample letter provided*).
- SEND CONFIDENTIAL RECOMMENDATION TO COMMISSION DIRECTOR AND TEAM MEMBERS** (*See also EM; template provided*).
- SEND CONFIDENTIAL ASSESSMENT OF TEAM MEMBERS TO COMMISSION OFFICE** (*See also EM*).
- PREPARE FOR AND PARTICIPATE IN COMMISSION'S REVIEW OF INSTITUTION DURING SEMESTER FOLLOWING VISIT** (*See also EM*).