

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 sheet).
- Review Commission Standards and relevant policy statements (also in digital kit).
- Login to NECHE Evaluator Portal and review materials

PRIOR TO TEAM VISIT

- SET UP PRELIMINARY VISIT** (*See also EM; Visiting Team Resource Guide*)
 - Contact institution's executive officer to arrange visit. (*Sample email provided in Visiting Team Resource Guide*)
 - 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 email in Visiting Team Resource Guide*)
- COMMUNICATION WITH THE TEAM** (*See also EM; Visiting Team Resource Guide*)
 - 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 email provided*)
 - Indicate in the portal preference (digital/paper) for receiving self-study.
- FINAL PREPARATIONS FOR THE CAMPUS VISIT** (*See also EM; Visiting Team Resource Guide*)
 - Review expectations resulting from preliminary visit and finalize preparations for campus visit.
 - Review material from NECHE.
 - Review 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; Visiting Team Resource Guide*)
 - 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**
 - 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 UPLOAD DRAFT OF REPORT TO THE PORTAL FOR COMMISSION STAFF AND TEAM MEMBERS WITHIN FOUR WEEKS** (*See also EM; Visiting Team Resource Guide*). Check draft for:
 - Cover page
 - A chapter for each of the nine *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
 - 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
- UPLOAD REVISED DRAFT TO PORTAL FOR CORRECTION OF FACTUAL ERRORS WITHIN SIX WEEKS** (*See also EM; sample email provided in Visiting Team Resource Guide*).
- UPLOAD FINAL REPORT TO PORTAL** (*See also EM; sample letter provided in Visiting Team Resource Guide*).
- UPLOAD DRAFT AND FINAL CONFIDENTIAL RECOMMENDATION TO PORTAL** (*See also EM; template provided in Visiting Team Resource Guide*).
- COMPLETE CONFIDENTIAL ASSESSMENT OF TEAM MEMBERS IN PORTAL** (*See also EM*).
- PREPARE FOR AND PARTICIPATE IN COMMISSION'S REVIEW OF INSTITUTION DURING SEMESTER FOLLOWING VISIT** (*See also EM*).