

## The Phases of Accreditation

	PHASE I: Self-Study			PHASE II: Visiting Committee	PHASE III: Follow-Up
	Preparation for the Self-Study	Self-Study Part I: Reviewing the Standards	Self-Study Part II: Reflection, Recommendations, and Issues for Further Discussion	Visit	Two-Year Interim Report
PURPOSE	Prior to beginning the self-study, the school must gather background information that will inform the discussion of the Self-Study committees.	Part I of the Self-Study is focused on documenting the school's adherence to the Standards and to formulating recommendations for improvement.	Part II of the Self-Study is devoted to reflection on the findings of the self-study committees and to drawing together and prioritizing ideas for school improvement.	The charge to the visiting committee is to validate the Self-Study, make recommendations, and advise the Commission regarding accreditation.	The Two-Year Interim Report is the normal time for the school to report on its follow-up to the self-study and visit.
TASKS TO BE ACCOMPLISHED	<p><u>The Self-Study Coordinator will arrange to:</u></p> <ul style="list-style-type: none"> <li>Review the Mission Statement</li> <li>Survey constituents</li> <li>Compile statistics</li> <li>Assemble policy documents</li> <li>Gather existing plans</li> <li>Review prior financial information and plan for a Financial Review</li> </ul> <p>Major program areas should be reviewed with regard to the program Standards (4-6). Brief reports will be prepared and provided to the self-study committee(s) on program Standards.</p>	<p><u>Each Self-Study committee will:</u></p> <p>Review relevant background information (survey data, statistics, documents, existing plans). Review reports from major program area committees. Review and comment on possible indicators and alternatives. Identify issues for further inquiry.</p> <p>Conduct research through focus groups, interviews, and observation.</p> <p>Rate the degree of compliance with the Standard.</p> <p>Draft a report documenting compliance with the Standard – or outlining specific steps and timeline to bring school into compliance – and making recommendations related to the Standard that would enhance the students' experience and foster school improvement.</p>	<p><u>A representative committee will:</u></p> <p>Review all sections of Part I of the Self-Study. Compile all recommendations from the committees. Identify other (overarching) issues. Prioritize goals.</p> <p>Draft a one to three page report that draws together these ideas into a thoughtful, reflective, creative summary of the school's most significant concerns, hopes, and dreams for the future. The report may include both action-oriented recommendations and issues for discussion. The report should distinguish immediate from long-range goals and comment on the implications for enhancing the students' experience.</p>	<p><u>The Visiting Committee will:</u></p> <p>Review the Self-Study Report Validate the Self-Study by interviewing people, observing the program, reviewing the supplementary materials. Review plans for Standards that are not met; evaluate the adequacy and practicality of the plans and timetables. Assess the impact on the experience of students.</p> <p>Review the Part II Report: Reflection, Recommendations, and Issues for Further Discussion. Draft a report that confirms that Standards are met or describes plans that are in place to address them. Make recommendations to the school and the Commission regarding the Standards, the Self-Study Part II Report, and the school's accreditation status.</p>	<p><u>The School will:</u></p> <p>Present a Multi-Year Plan that is mission driven, incorporating the recommendations from the self-study and the recommendations of the visiting committee and the Commission.</p> <p>Report on all goals accomplished and all goals underway or deferred.</p> <p>NOTE: Schools are required to report within one year to document compliance with any Standard not met at the time of the visit.</p>
PROCESS STEPS	<p>Appoint the Self-Study Coordinator(s) and Steering Committee.</p> <p>Select dates for visit.</p> <p>Establish calendar for the self-study.</p> <p>Coordinator attends workshop.</p> <p>NEASC staff presentation scheduled.</p> <p>Appoint committees for each major program area.</p> <p>Appoint committees for each Standard.</p>	<p>Present a draft of Part I of the Self-Study to the full faculty for discussion and comment and make final revisions.</p> <p>Assemble supplementary materials, including major program area reports and indicator checklists, and head's confidential letter to visiting committee members. (See Manual p. 62)</p>	<p>Form a committee representative of all the committees from Part I.</p> <p>Prepare draft of the Part II Report: Reflection, Recommendations, and Issues for Further Discussion, discuss the draft with the full faculty, and make final revisions.</p> <p>Publish the full Self-Study (Parts I and II) and distribute it to the school community. Send print and electronic copies to visiting committee and Commission office (2).</p> <p>Prepare to host the visiting committee.</p>	<p>The visiting committee submits its report to the Commission and makes a recommendation on the accreditation status of the school.</p> <p>The visiting committee submits to the Commission its ratings of the school on the individual Standards.</p>	<p>Immediately following the visit, the school should establish a follow-up procedure to track the process and progress of implementing recommendations from the Self-Study, the visiting committee and the Commission.</p>

