

Visiting Committee Chair's Checklist

Prior to the Visit

- Accept invitation to chair committee and confirm with CIS staff any requests for committee make-up
- Register for Chairs' Workshop, unless recently attended
- Receive Chair Kit
- Contact school to arrange for pre-evaluation visit and include Assistant Chair if possible
- Following pre-visit, confirm arrangements with Head of School and Self-Study Coordinator
- Receive final list of committee members
- Survey committee members regarding backgrounds, interests, and computer use
- Send questionnaire, schedule of visit, and other advance information to committee members
- Check in with school three weeks prior to visit
- Plan Sunday afternoon and evening meetings with Visiting Committee
- Plan comments for any Sunday reception and/or Monday assembly at the school
- Arrive early at hotel to greet committee members as they arrive

During the Visit

- Hold Sunday afternoon/evening introductory meetings; provide final assignments and schedule to Visiting Committee
- Orient Committee to the task of accreditation (see page 4)
- Manage visit, keeping in close touch with Visiting Committee Members and the Head of School
- Set aside time for reflection/discussion on Program Standards and Part II
- Conduct final vote on Standards
- Determine major commendations and recommendations
- Confirm all final drafts have been entered in the portal before members leave on Wednesday, and that each Standard has been 'Marked Complete'
- Collect all expense vouchers (including your own) and turn in to school for processing
- Schedule and plan exit interview with Head of School, other key people chosen by the Head, and one other member of the Visiting Committee

After the Visit

- Edit report and invite committee members to review the report in the portal within one week
- Email draft report, as a PDF, to Head of School for factual corrections
- Complete final editing of report, based on input from Committee and Head of School
- Click on the 'Submit for Final Review' button in the portal
- Complete documents (Appendices P, Q, and R) and email to CIS office:
 - Letter specifying accreditation recommendation
 - Letter attesting to compliance with health and safety regulations
 - Evaluation forms for Visiting Committee Members