



# ***WASC Three-Year Term Revisit Training***

- ***School Process***
- ***Visiting Committee Process***





# Three-Year Term Revisit

- The purpose of the Three-Year Term Revisit is to review the progress the school has made in responding to the critical areas for improvement and to monitor the action plans.
- The revisit will determine the future accreditation status of the school.



# WASC Cycle

- **WASC accreditation operates on a 6-year cycle.**
- **The Three-Year Term Revisit takes place during the third year of the WASC accreditation cycle.**
- **Not to be confused with the Midterm Review, that is another type of WASC review.**
- **Possible term recommendations:**
  - **Three-year term**
  - **One-year term**
  - **Denial of accreditation**



## Overview

- **School**

- The school prepares a Progress Report
- Report sent to Visiting Committee 4-5 weeks prior to the visit
- Procedures can be found on the WASC website:  
[www.acswasc.org/pdf\\_general/VisitAdditional3YearRevisitProc.pdf](http://www.acswasc.org/pdf_general/VisitAdditional3YearRevisitProc.pdf)
- Additional information at the bottom of the Ongoing Accreditation pages:  
[www.acswasc.org](http://www.acswasc.org)



# Overview

- **Visiting Committee**
  - 2-½ day visit, 3 to 5 member committee
  - Visiting Committee Report and Term Recommendation (signed Ballot) presented to WASC Commission
  - Procedures and VC materials can be found on the WASC website at:  
[www.acswasc.org/vc\\_revisit.htm](http://www.acswasc.org/vc_revisit.htm)



# *Three-Year Term Revisit: School Process*



# School Progress Report

The School Progress Report format is as follows. The template can be found on the WASC website:

## **Section I: Introduction and Student/Community Profile**

Updated basic Student/Community Profile, general description of the school, schoolwide student goals, student demographics, faculty/staff demographics, and an analytical summary of disaggregated and interpreted student achievement data.

## **Section II: Significant Changes and/or Developments**

A description of any significant changes and/or developments, including program additions, since the last full self-study.



# School Progress Report (cont.)

## **Section III: School Process**

Comment on the school's procedures for the implementation and the monitoring of the schoolwide action plan. Include how annual progress reports have been prepared.

## **Section IV: Schoolwide Action Plan Update**

Comment on the accomplishment of each schoolwide action plan section; cite the evidence include how each area has impacted student achievement. In each schoolwide action plan section, reference which critical areas of follow-up have been addressed.

## **Appendix**

Provide copies of the modified schoolwide action plan for years one, two, and three.



# *Three-Year Term Revisit: Visiting Committee Process*



# Visiting Committee Process

- The Visiting Committee chair utilizes the previous Self-Study report and action plans as a reference to begin planning the visit. The identified areas of growth and the school's action plan will guide the areas of focus during the visit.
- The chair works with principal/self-study coordinator to determine the schedule for the visit.
- The chair communicates all information to the VC members.
- Visit logistics: Hotel and visit expenses are submitted directly to WASC for reimbursement.



# Sample Schedule for Visit: #1

## Sample Revisit Schedule #1

**Note:** The Revisit Schedule depends largely on the scope of the identified areas of growth and the action plan left to the school by the previous Visiting Committee. The Visiting Committee Chairperson and the Principal need to mutually determine the optimum use of time for the two-day visit.

### **Sunday\***

Visiting Committee may meet for lunch and discussions

Perceptions of Midterm Report and any subsequent WASC reports, if applicable

Two-day schedule and process

3:00 pm

Meeting with principal, Self-Study Coordinator to review visit process and tour facility

3:30 – 4:30 pm

Meeting with Parent/Community Committee

5:00 pm

Visiting Committee dinner (alone)

Begin update of Visiting Committee report

### **Day One – Monday**

8:00 – 9:30 am

Leadership Team Meeting

Significant changes since last visit(s)

Progress on identified areas for growth and the action plan

9:45 – 10:45 am

Student Meeting

10:45 – Noon

Classroom visitations

Noon – 1:00 pm

Lunch with staff

1:00 – 3:00 pm

Classroom visitations

1:00 – 2:00 pm

Meeting with District Office staff (optional)

4:00 pm –

Visiting Committee returns to hotel for synthesis of day's visit, Visiting Committee Report update and dinner

\* Visits to public schools in Hawaii normally take place Monday through Thursday (2-1/2 day visit); Hawaii public school teams do not convene on Sundays.



# Sample Schedule for Visit: #1 (cont.)

## Day Two – Tuesday

8:00 – 11:00 am	Classroom visitations
11:00 am – Noon	Meeting with Visiting Committee (alone) <input type="checkbox"/> Discussion/clarification of findings of visit
Noon – 1:00 pm	Lunch with staff
1:00 – 3:00 pm	Meeting of Visiting Committee (alone) <input type="checkbox"/> Closure on issues raised during the visitation <input type="checkbox"/> Final draft of the report is completed <input type="checkbox"/> Confidential summary is completed
3:15 – 3:45 pm	Report to staff/stakeholders



# Sample Schedule for Visit: #2

## Sample Revisit Schedule #2

**Note:** The Revisit Schedule depends largely on the scope of the identified areas of growth and the action plan left to the school by the previous Visiting Committee. The Visiting Committee Chairperson and the Principal need to mutually determine the optimum use of time for the two-day visit.

<b>Sunday*</b>	<p>Visiting Committee may meet for lunch and discussions</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Perceptions of Midterm Report and any subsequent WASC reports, if applicable</li> <li><input type="checkbox"/> Two-day schedule and process</li> </ul> <p>3:00 pm Meeting with principal, Self-Study Coordinator to review visit process and tour facility</p> <p>3:30 – 4:30 pm Meeting with Parent/Community Committee</p> <p>5:00 pm Visiting Committee dinner (alone)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Begin update of Visiting Committee report</li> </ul>
<b>Day One – Monday</b>	<p>8:00 – 9:30 am Leadership Team Meeting</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Significant changes since last visit(s)</li> <li><input type="checkbox"/> Progress on identified areas for growth and the action plan</li> </ul> <p>9:45 – Noon Meeting of assigned Visiting Committee member with staff on preparation periods</p> <p>9:45 – Noon Classroom visitations</p> <p>Noon – 1:00 pm Lunch</p> <p>1:00 – 2:00 pm Meeting with District Office staff (optional)</p> <p>1:00 – 3:00 pm Meeting of assigned Visiting Committee member with staff on preparations periods</p> <p>1:00 – 3:00 pm Classroom visitations</p> <p>4:00 pm – Visiting Committee returns to hotel for synthesis of day's visit, Visiting Committee Report update and dinner</p>

\* Visits to public schools in Hawaii normally take place Monday through Thursday (2-1/2 day visit); Hawaii public school teams do not convene on Sundays.



# Sample Schedule for Visit: #2 (cont.)

## Day Two – Tuesday

8:00 – Noon	Classroom visitations
8:00 – Noon	Meeting with assigned Visiting Committee member with staff on preparation periods
Noon – 1:00 pm	Lunch
1:00 – 3:00 pm	Meeting of Visiting Committee (alone) <ul style="list-style-type: none"><li><input type="checkbox"/> Closure on issues raised during the visitation</li><li><input type="checkbox"/> Final draft of the report is completed</li><li><input type="checkbox"/> Confidential summary is completed</li></ul>
3:00 – 3:30 pm	Visiting Committee's exit conference with the leadership team to review the committee's findings



# Visiting Committee Report Format

- **Visiting Committee Report Template available on WASC website**
- **Visiting Committee Report Format**
  - I: Introduction**
    - General comments about the school and its setting and the school's analysis of student achievement data
    - Significant changes or developments that have affected the school since the last visit
  - II: Follow-up Process**
    - Briefly comment upon the school's process for follow-up
  - III: School's Progress on Critical Areas for Follow-up**
    - **A: Accomplishments of each Schoolwide Action Plan Section**
    - **B: Recommendations, if any**
    - **C: Commendations Related to Progress, if any**



# Term Recommendation

**As a result of this visit, the Visiting Committee will recommend one of the following:**

- 3-year term**
- 1-year term**
- Denial of accreditation**



# Post-Visit Information

- The Visiting Committee chair sends a copy of the Visiting Committee Report to school.
- The Visiting Committee chair sends the signed ballot and Justification Statement to WASC.
- The school sends ten (10) copies of the Visiting Committee Report to WASC.
- The school will receive official notification of the term determination following the next WASC Commission meeting.