



## **WASC Midterm Progress Reviews and Reports Procedures for EARCOS Schools**

### **1. Definition**

The Midterm Progress Report is a complete follow-up on all of the recommendations or suggested growth areas of the previous Visiting Committee. These should have been integrated into the school's action plan. The school empanels a Follow-up Committee, prepares the report and is scheduled for a midterm visit during the third year after the self-study and visit.

- a. The school Follow-up Committee represents administration, faculty, non-teaching staff, students, and community.
- b. The Follow-up Committee reviews all critical areas for follow-up or recommendations of the previous Visiting Committee to report progress on these as they were addressed through the schoolwide action plan sections.
- c. The report includes an explanation of any instances where no progress has been made on a critical area for follow-up or recommendation.
- d. The Follow-up Committee should indicate any new circumstances or conditions at the school that have occurred since the last visit.

### **2. Format for the Midterm Progress Report**

- a. Include the updated basic student/community profile from the prior full self-study: general description of the school, schoolwide student goals, student demographics, faculty/staff demographics, analytical summary of disaggregated and interpreted student achievement data.
- b. Describe any significant developments, including program additions, since the last full self-study.
- c. Comment on the school's procedures for the implementation and the monitoring of the schoolwide action plan, noting the integration of the critical areas for follow-up or recommendations from the Visiting Committee Report. Include how annual progress reports as well as this Midterm Progress Report have been prepared.
- d. Comment on the accomplishment of each schoolwide action plan section; cite evidence including how each area has impacted student achievement, i.e., accomplishment of one or more of the schoolwide learning results and academic standards.
- e. In each schoolwide action plan section, reference which critical areas of follow-up have been addressed.

### **3. Copies of the Midterm Progress Report**

- a. Send one copy of the report to the Midterm Review Visiting Committee chairperson and the other member of the team so that they will receive it approximately four weeks before they are scheduled to visit the school.
- b. Send one copy of the report to the WASC office.

#### 4. Midterm Visiting Committee

- a. The Midterm Visiting Committee will be comprised of a WASC Visiting Committee chairperson and member. The Midterm Visiting Committee will normally spend two and one-half days at the school visiting with staff members and students, preparing the report, and reporting to the staff. Where a school has separate campuses, an additional day may be scheduled to provide adequate time for the visit.
- b. The WASC office will provide copies of prior Visiting Committee Reports and updated action plan submitted after the last full visit.
- c. The chairperson utilizes the original report and subsequent progress reports to begin planning the two-day visit. The schoolwide critical areas for follow-up or major recommendations that should have been integrated into the schoolwide action plan will be a guide in determining areas of focus during the visit.
- d. The chairperson reviews with the principal the follow-up activities which have occurred in response to the original report and any significant developments at the school. The chairperson emphasizes the importance of the school noting growth or lack thereof in student achievement based on the school's follow-up activities through multiple means of assessment.
- e. The chairperson and the school leadership determine the most valuable use of the time during the visit and develop a schedule, including the initial meetings of the Visiting Committee and the school's leadership team on the afternoon prior to the two-day visit.
- f. The chairperson communicates all information to the other member of the on-site review committee.

#### 5. Midterm Visiting Committee Report

- a. The Midterm Visiting Committee will prepare a report highlighting areas in which progress has been made and identifying those areas that should receive continued attention. **This midterm report will supersede the original Visiting Committee Report.** The Midterm Visiting Committee will have carefully reviewed the original Visiting Committee Report and included any recommendations in the midterm report that have not been addressed and added others as seen appropriate by the Visiting Committee.
- b. The report should also generally describe the conditions at the school, highlighting any major changes that have occurred since the previous visit.
- c. The Midterm Visiting Committee makes no recommendation to the Commission unless it deems that progress has not been satisfactory; in which case it may recommend to the Commission that another progress report and visit be required prior to the next scheduled self-study. It should be noted that this would apply only where it appears conditions are such that the school would no longer meet the criteria for accreditation.
- d. If a school desires a more complete, in-depth report, requests should be made well in advance to schedule the committee for additional time at the school.

## **Suggested Format of the Midterm Visiting Committee Report**

### **Introduction**

- ✓ General comments about the school and its setting are made.
- ✓ Significant changes or developments that have affected the school since the last visit are noted.
- ✓ A description of the follow-up process, including a description of the committee that has been responsible for overseeing the progress on the school's action plan and preparing the report.

### **Follow-up Process**

- ✓ Comment on the accomplishment of each schoolwide action plan section, noting how the critical areas for follow-up have been addressed through each section.

### **Recommendations**

- ✓ Write recommendations where additional attention is needed in the action plan regarding previous areas for improvement or identified new concerns.

### **Confidential On-Site Review Justification Statement**

- ✓ The chairperson of the on-site review committee submits a confidential summary statement to the Accrediting Commission regarding the progress of the school in responding to the schoolwide critical areas for follow-up or major recommendations and whether additional visits or other conditions should be required of the school during the remainder of its six-year term.
- ✓ The committee must recommend one of the following: reaffirm the six-year term, require additional information in the next annual or interim report, an additional visit, or other action to be determined by the Commission. Please be sure this recommendation is clear.

## **6. Copies of the Midterm Visiting Committee Report**

- a. The **chairperson** is responsible to see that the school receives one copy of the Midterm Visiting Committee Report.
- b. The chairperson sends the report and the justification statement via email to the WASC office (email to mail@acswasc.org).
- c. The school is responsible for duplicating and distributing the number of copies of the report deemed appropriate for use with staff and community.

## **7. Commission Action**

- a. Midterm Visiting Committee Reports will be reviewed by the staff of the Commission and by the Commission itself when recommended by the staff.
- b. The Commission will take no action unless it deems that there has been insufficient attention to the recommendations or that satisfactory progress has not been made. In such a situation it may place a school on a one-year "show cause" order warning the school that accreditation may be terminated or another progress report and on-site visit may be requested.

## **8. Expenses for the Visit**

See the following page for the 2011–2012 WASC fee schedule for East Asia schools.

## WASC Fee Schedule and Costs 2011–2012 for East Asia Schools

### Annual Membership Fees

<b>Elementary Schools</b> – accredited or candidate.....	\$ 500.00
<b>Intermediate Schools</b> – accredited or candidate.....	\$ 756.00
<b>Secondary Schools</b> – accredited or candidate.....	\$ 756.00

### Visiting Committee Fees

**Overseas schools** shall pay the following administrative fees in addition to the actual expenses of any on-site visit.

Application fee.....	\$ 150.00
Initial Visit fee .....	\$ 600.00
Self-Study/Renewal Visit fee .....	\$ 600.00
Substantive Change Visit fee (per site).....	\$ 400.00
Revisit or Midterm Review fee (includes any time a two-member committee makes an on-site visit) .....	\$ 600.00
Special Visit.....	\$ 750.00
WASC/CIS Preparatory Visit.....	\$ 600.00
Postponement or Cancellation of Visit fee after visiting committee has been assigned.....	\$ 500.00
Validation fee (appeal) .....	\$ 750.00

Fee schedule effective 7/01/11.

### Travel Expenses

- a. The school pays the lodging and meal costs of the chairperson during the course of the visit and for one day prior to and one day after, if needed, for a full self-study visit. WASC will pay the travel costs of members from California or Hawaii and then bill the school for reimbursement.
- b. The school pays the lodging, meals, and travel expenses incurred by the members of the Visiting Committee in connection with the visit.

### Office of Overseas School's Assistance

To encourage “government assisted schools” to become accredited, the Office of Overseas Schools (A/OS) of the Department of State provides a grant to WASC to assist in paying the travel expenses of the chairpersons and/or consultants to come from the U.S. to work with these schools. Such schools pay the costs that are incurred above those covered by the grant.

Fees are subject to change.