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OPERATIONS

THREE-YEAR TERM REVISIT PROCEDURES FOR SUPPLEMENTARY EDUCATION PROGRAMS

INSTRUCTIONS

The purpose of the three-year term revisit is to determine the future accreditation status of the Supplementary Education Program (SEP). The visiting committee will review the progress the SEP has made in responding to the growth areas / recommendations plans identified in the prior Visiting Committee Report and subsequent revisit committee reports, if any, as a basis for making this recommendation.

The WASC office will appoint a committee of one to two members, one of whom will be from the original Visiting Committee (when available).

Revisits usually occur during the spring of the scheduled year. The SEP will indicate the most appropriate date on the Confirmation of Scheduled Revisit form and the WASC office will attempt to schedule the visit on that date.

The program's Progress Report should address all the growth areas / recommendations identified in the last Visiting Committee Report. If a SEP has been involved in additional revisits since the last full self-study, those growth areas / recommendations should be addressed as well. The SEP should explain any recommendation that is no longer considered valid or appropriate because of changing conditions. Differing opinions on the nature and extent of progress should be indicated and described.

The Progress Report is prepared by the SEP's Follow-up Committee that has been coordinating the implementation and monitoring of the growth areas / recommendations. In the compilation of this report, the individuals composing the Follow-up Committee need to work closely with all staff and others.

The Progress Report should include the following:

- a. The updated basic student/community profile from the prior full self-study: a general description of the SEP, student goals, student demographics, faculty/staff demographics, analytical summary of disaggregated and interpreted student achievement data.
- b. A description of any significant developments, including program additions, since the last full self-study.
- c. Comment on the SEP's procedures for the implementation and the monitoring of the growth areas / recommendations, noting the integration of the growth areas / recommendations for follow-up from the Visiting Committee Report. Include how annual progress reports as well as this Three-Year Term Progress Report have been prepared.

- d. Comment on the accomplishment of each growth area / recommendation section; cite evidence including how each area has impacted student achievement.

The Progress Report should be completed at least 4–5 weeks before the revisit and mailed to the Revisit Visiting Committee.

Forward the following items to the **chair of the revisit team**:

1. Progress Report (mail at least 4–5 weeks before the visit)
2. A copy of the most recent full self-study visiting committee report
3. Copies of any additional reports required following the most recent full self-study visit, if applicable

In addition, share the Progress Report with those listed below:

1. Revisit Committee members (mail at least 4–5 weeks before the visit)
2. Entire program staff as part of the ongoing follow-up
3. Accrediting Commission for Schools, WASC
43517 Ridge Park Drive, Suite 100
Temecula, California 92590

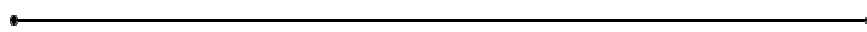
The director should work closely with the Revisit Committee Chair in planning the schedule for the one-day visit and the SEP director is responsible for all logistical arrangements, such as lodging, work room, etc. Visiting Committee expenses for three-year term revisits are submitted to the WASC Office for reimbursement. The SEP director should also make certain that all necessary paperwork is mailed in a timely fashion (see the list above).

As soon as the Visiting Committee chair forwards a copy of the Visiting Committee Report to the school, the SEP needs to photocopy 10 copies of the Visiting Committee Report and forward them to:

Accrediting Commission for Schools, WASC
533 Airport Boulevard, Suite 200
Burlingame, California 94010

Note: The SEP should contact the chairperson if they have not received a final copy of the Revisit Committee Report within 2 weeks following the visit.

The WASC office will invoice the SEP for the revisit. This fee is based on a per-member fee. Additional information regarding WASC Visiting Committee fees can be found on the WASC website at www.acswasc.org/about_fees.htm.



VISITING COMMITTEE INSTRUCTIONS

Previsit Preparation:

1. The chair contacts the SEP and requests a copy of the most recent self-study Visiting Committee Report and any subsequent WASC reports, if applicable.
2. The chair and head of SEP discuss what has occurred since the last visit, such as program changes and ongoing follow-up.
3. The chair utilizes the prior report and the action plans (provided by the SEP) as a reference to begin planning the visit. The identified areas for growth and the SEP's action plan will guide areas of focus during the visit.
4. The chair and the program head determine how to most productively use time during the visit and establish a schedule. This may involve meetings with staff, students, parents, district representatives, and other community members and classroom visits.
5. Upon receipt and analysis of the Progress Report, the chair finalizes the schedule for the revisit.
6. The chair communicates all information and forwards any paperwork deemed necessary (in addition to the Progress Report which is sent directly by the SEP) to the other members of the Revisit Committee.

At the end of the visit, the Revisit Committee will have an exit conference with the SEP's leadership team to review the visiting team's findings.

Immediately following the revisit, the Revisit Committee will prepare a Visiting Committee Report that comments on progress made and areas that still need to be addressed by the SEP. This report will be sent to the SEP with the reminder for the SEP to photocopy the report and send 10 copies to the WASC office. The report, as well as the Visiting Committee's confidential justification statement, will be reviewed by the Accrediting Commission.

I. Introduction (1/2 to 1 page)

- A. General comments about the SEP and its setting
- B. Significant changes or developments that have affected the SEP since the full visit

II. Follow-up Process (1/2 to 1 page)

Briefly comment upon the SEP's process for follow-up, including the capacity of the SEP to monitor implementation and accomplishment of the areas for improvement as recommended by the previous visiting committee.

III. Progress on Growth Areas for Follow-up (2-4 pages but more may be needed)

- A. **Summary of SEP Progress:** Comment on the accomplishment of each growth area / recommendation, noting which have been addressed through each section. In this succinct summary of the SEP's progress since the full visit, comment on any observable impact on student learning.
- B. **Priority and/or Additional Areas for Improvement:** Identify and note any areas that need to be given priority for the SEP's ongoing improvement. (This may also include additional growth areas / recommendations for follow-up.)

- C. **Program Success:** Report on the SEP's success in carrying out its growth areas / recommendations.

The chair sends a completed report to the SEP and to the WASC office.

The Revisit Committee will complete the confidential recommendation regarding extension or denial of accreditation and the justification statement supporting the recommendation for the Accrediting Commission. The chair is responsible for sending this confidential form, along with one copy of the Visiting Committee Report, to the WASC office.

The Revisit Committee may recommend:

- a three-year term
- a one-year term
- denial of accreditation

At the next regularly scheduled WASC Commission meeting, the Accrediting Commission for Schools will make a decision regarding the accredited status of the SEP. This action will be based on, the Visiting Committee Report, the confidential recommendation of the Revisit Committee, and the SEP's Progress Report. The SEP will be informed of the Commission action following this meeting.

For further information, you may contact our office at 951/693-2550, or you may write to:

Executive Director
Accrediting Commission for Schools, WASC
43517 Ridge Park Drive, Suite 100
Temecula, California 92590

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