



*Commission on Colleges
Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033-4097*

ROLE OF THE CHAIR DURING A PRELIMINARY VISIT TO THE ON-SITE REAFFIRMATION REVIEW

Approximately six weeks in advance of the On-Site Review Committee's visit, the Chair may conduct a preliminary visit. Before the visit, the institution should send the Chair its Quality Enhancement Plan and Focused Report, if the institution opted to complete one. The preliminary visit is designed to accomplish the following:

- Provide an opportunity for the Chair to meet the president, the leadership team, and other key administrators and learn about the institution prior to the committee's arrival.
- Discuss and fine tune the logistics and schedule for the committee visit. Include a discussion of transportation needs for the Committee.
- Review the adequacy of facilities that will be used by the Committee (hotel accommodations, hotel conference room, committee work room on campus, technology requirements of the committee, area dining, etc.)
- Discuss the QEP process used by the institution and talk with key leaders involved in the process.
- Discuss any remaining issues related to the institution's Compliance Certification and documentation of compliance. Request any additional documents that need to be made available to the committee.
- If the institution has distance learning programs, discuss the method for sampling them.
- Discuss the role of observers who may be on the Committee.
- Discuss the availability of Board of Trustee members during the Committee visit.
- Discuss the Exit Conference with the president, and with the leadership team.
- Review the Commission policy on alcoholic beverages and gifts.
- Address any questions the institution may have regarding the committee visit.

The Chair will most likely meet with the following personnel: the president, chief academic officer, accreditation liaison, members of the Leadership Team, key leaders in the development of the QEP, and the individual responsible for the institution's data collection and review.

Approved: Executive Council, March 2006