

## Off-Site Reaffirmation Committee

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### Timeline and Information for Off-Site Reaffirmation Committee

#### Before the Visit (2 months)

1. Materials from COC
  - Committee Roster
  - Writing Assignments
  - Schedule for review of institutions in the cluster (may be with Writing Assignments)
  - SharePoint instructions and login
  - Standard COC packet (includes....)
2. Materials from the institution
  - Compliance Certification with supporting documentation
  - Catalog(s)
  - Organizational Chart
  - Institutional Summary
  - Audit
3. Make travel arrangements
4. Review *Principles of Accreditation*
5. Work with Commission staff (for your cluster) to determine number and dates of pre-visit conference call(s)
6. Participate in SharePoint training/orientation
7. Make initial contact with committee members
8. Moderate pre-visit conference calls; lead committee to discuss issues of compliance and work toward consensus and an even application of the standards
9. Edit draft reports on SharePoint after uploaded by committee members within the time frame allotted for each institution; may need to prompt committee members to upload their drafts on assigned standards
10. Work with Commission staff (for your cluster) to “lock” draft documents before the meeting in Atlanta

#### During the Committee’s meetings

1. Chair all meetings of the committee
2. Lead the committee in discussions about applying the standards in the context of professional judgment
3. Guide the committee to produce a report with clear language and findings
4. Approach the meetings in the best spirit of collegiality, with interests of Commission and institution at the forefront; integrity of the process is a key
5. Maintain strict confidentiality; remind committee members to destroy any materials related to the institution

#### After the Visit

1. Submit expense voucher to COC office, including mileage and necessary receipts
2. Maintain confidentiality and avoid any appearance of conflict of interest