

Off-Site Reaffirmation Committee

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Timeline and Information for Off-Site Reaffirmation Committee

Before the Visit (1-2 months)

1. Materials from COC
  - Committee Roster
  - Writing Assignments
  - SharePoint instructions and login
  - Standard COC packet (includes....)
2. Materials from the institution (may be electronic)
  - Compliance Certification
  - Catalog(s)
  - Audit (to finance reader and committee Chair)
3. Make travel arrangements
4. Review *Principles of Accreditation*
5. Participate in SharePoint training/orientation
6. Make contact with collaborators on writing assignments
7. Participate in pre-visit conference calls; be prepared to discuss issues of compliance and work toward consensus and even application of the standards
8. Complete draft reports on assigned standards within the time frame allotted for each institution and upload to SharePoint

During the Visit

1. Attend all meetings of committee
2. Review guidelines for writing committee reports and participate in discussions about applying the standards in the context of professional judgment
3. 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
4. Maintain strict confidentiality; 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