

1. Who makes the travel arrangements?

Each Committee member is responsible for making her or his own travel arrangements. Please keep track of your expenses and submit them to the Commission Staff's office after you return from the visit on the voucher provided in the packet of information you receive.

Off-Site Review Committee (meeting in Atlanta)

You'll receive information from the Commission about the Committee's schedule. Please plan your travel so that you have plenty of time to arrive for the general orientation session, and do not plan to leave until after the Committee's work is done on the second day.

All other committees (traveling to campus or institution's off-campus site)

The "Outline of Information for a Committee Visit" form will give you the information on the opening meeting of the Committee and the Exit Conference. Begin making your arrangements as soon as you receive that document. Please plan your travel so that you have plenty of time to arrive before the opening meeting and do not plan to leave until after the Exit Conference. If you are part of a team visiting an off-campus site, you will receive details from the Commission Staff member or the Committee Chair that will help you make those arrangements. Once you have made travel plans, please communicate your itinerary to the institutional contact listed on the "Outline of Information for a Committee Visit." Often, someone from the institution will email you asking for your itinerary.

2. When will I receive information related to the visit?

You should begin to receive information from the Commission offices, the Committee Chair, and the institution when the visit is approximately 4-8 weeks away. The Committee Chair may get in touch with you via email or phone before that time, with an initial welcome to the Committee. The Committee may also begin to make arrangements for a conference call at that point. Materials from the Commission and the institution should arrive approximately 4-6 weeks before the visit.

3. How do I know when to arrive and depart?

Off-Site Review Committee (meeting in Atlanta)

Pay careful attention to the information you receive from the Commission about the Committee's schedule. Plan to arrive in plenty of time for the general orientation session, and do not plan to leave until after the Committee's work is done on the second day.

All other committees (traveling to campus or institution's off-campus site)

Consult the "Outline of Information for a Committee Visit" to determine the date and time for the opening meeting of the Committee and the Exit Conference.

That information will provide the parameters that help you as you make travel arrangements. The institution will normally make arrangements to provide transportation to and from the airport.

4. What are my writing responsibilities?

Look for a document sent to you by the committee's Chair or COC staff containing writing assignments. Depending on the nature of the committee, you will most likely be assigned primary responsibility to evaluate the institution's compliance with multiple standards and write a clear and cogent narrative in support of the committee's findings. You may also have a secondary responsibility for some standards, and you'll need to work closely with the committee member who has the primary writing assignment in those cases. Whenever possible, compose a draft narrative for your assigned standards before the visit; that will facilitate the committee's deliberations and may ease your writing load during the visit.

5. Do I need to make hotel reservations?

Off-Site Review Committee (meeting in Atlanta)

The Commission will arrange hotel accommodations; be sure to complete and return the "Housing and Training Reservation Form" you receive from the Commission.

All other committees (traveling to campus or an institution's off-campus site)

Usually, the institution will already have made hotel reservations for you. Consult the "Outline of Information for a Committee Visit" for the name and address of the committee's accommodations. In most cases, the institution will also have made arrangements to have the cost of accommodations directly billed to the institution. If you do find it necessary to pay for your hotel upon checking out, please submit those expenses as part of your expense voucher.

6. I have special dietary needs. Whom do I tell?

The institution should communicate with the committee members shortly after receiving the committee roster to ask for this type of information. Please respond promptly to their request, as it will assist them in making local arrangements in a timely manner. Should you not receive such a communication, you can find a contact person at the institution on the "Outline of Information for a Committee Visit."

7. Do I need to bring my own laptop?

Off-Site Review Committee (meeting in Atlanta)

Committee meeting rooms will be equipped with a computer (with Internet access) and a printer. You may choose to bring your own computer, if you wish.

All other committees (traveling to campus or an institution's off-campus site)

The institution should communicate with you about your technology needs, and many institutions will plan to provide computers for committee members to use while on the visit. You may choose to bring your own computer, if you wish.

8. How many people are normally on a committee?

The answer to this question depends on the type of committee on which you have agreed to serve. Substantive Change Committees may be as small as a Chair and two evaluators; Off-Site Committees generally have a Chair and eight other evaluators.

9. Will I receive training before the visit?

The Commission's website has a number of materials to help you understand your role as an evaluator, but no formal training program is in place. [\[link to training modules online? Flyer in the COC packet\]](#) The SharePoint training for Off-Site evaluators is an exception. Most committees will have some members who are on their first visit, and more experienced committee members gladly take the opportunity to guide and mentor them through this new experience. Before long, you'll be a veteran, too!

10. What should I have prepared before the scheduled conference calls?

Off-Site Review Committee (meeting in Atlanta)

The Off-Site Review Committee will have a series of conference calls to discuss the Committee's review of institutions before coming together in Atlanta. These calls will be scheduled through the office of the Commission Staff member assigned to your Committee, and you'll receive information about date, time, and other logistics from that office. Be prepared to discuss your findings on all of the standards for which you have been assigned writing responsibility during the call. For those standards assigned to multiple evaluators, Committee members should discuss the material before the call.

All other committees (traveling to campus or institution's off-campus site)

Committee Chairs and Commission Staff members usually plan a conference call for the Committee at least two weeks before the visit. The call is led by the Chair. Committee members should receive information about the call (date, time, phone numbers) shortly after receiving information from the Chair, Commission, and institution. These calls provide an opportunity for Committee members to "meet" each other and begin its discussions about the work of the Committee. Generally, Committee members should have begun their review of assigned standards and be prepared to discuss preliminary findings/impressions. Any specific questions about the nature of the call should be directed to the Chair.

11. Do I need to bring the institution's materials with me to the visit?

Off-Site Review Committee

A complete set of documents for all institutions in the cluster will be available in the Committee's meeting room. There is no need for you to bring anything more

than you can comfortably transport. Please remember that all institutional materials – whether you bring them or leave them at home – remain the property of the institution. You’ll be asked to leave anything you brought with you to Atlanta and destroy the rest upon your return home.

All other committees (traveling to campus or an institution’s off-campus site)

The institution will provide copies of the information for the visit either in the campus workroom, the hotel workroom, or both. There is no need for you to bring anything more than you can comfortably transport. Please remember that all institutional materials related to the visit – whether they accompany you or remain at home – remain the property of the institution. Leave what you brought with you, and destroy the rest when you return home.

12. How do I get reimbursed for my expenses?

The packet you received from the Commission included an expense voucher and an envelope addressed to the attention of the Commission staff member accompanying the committee. Keep track of all your expenses directly connected to the visit, complete the expense voucher, and return it to the Commission’s office within 90 days. You’ll receive a reimbursement check from the Commission.

13. I have other questions. Where do I go for answers?

Questions often arise between the time you accept an invitation to serve on a committee and the time of the visit. The Commission staff members (VP and her or his support staff person) always stand ready to help you find those answers. The Committee Chair is also a good source of answers. Whatever you do, don’t allow yourself to be overwhelmed because you’re afraid your question(s) might have answers you should already know.