

## Special Committee

---

### Timeline and Information for Special Committee

#### Before the Visit (1-3 months)

1. Work with Commission staff to provide materials to committee members and determine the parameters of the visit (committee responsibility, timing of initial meeting and exit conference, etc.)
  - Outline of Information for a Committee Visit
  - Committee Roster
  - Writing Assignments and charge to the committee
  - Itinerary for the Visit
  - Standard COC packet
2. Receive materials from the institution (1-2 months)
  - Institution's Monitoring Report focused on standards in question
  - Audit
  - Questions re: technology and visit preferences
3. Make travel arrangements and inform institutional contact
4. Review *Principles of Accreditation*
5. Review Monitoring Report
6. Lead pre-visit conference call (2 weeks before visit); lead committee members to discuss compliance status after review of report; discuss possible questions for on-site review
7. Request any further information from the institution arising from the conference call

#### During the Visit

1. Chair all meetings of committee
2. Monitor the committee's schedule during the visit, and communicate with the institution any committee requests that arise; be sure the committee has ample time for interviews
3. Guide committee members (particularly those with little or no experience) to apply the standards in the context of professional judgment
4. Guide the committee to produce a report with clear language and findings; lead committee members to reach consensus on the language of the entire report, particularly any recommendations that are included
5. Plan to finish draft report by final evening of the visit
6. Approach the visit in the best spirit of collegiality, with interests of Commission and institution at the forefront; integrity of the process is key
7. 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. Review the draft report and send it to committee members for their review; ask for their comments within a reasonable time period (1-2 weeks)
3. Send the edited report to institution's President asking for any corrections of errors of fact; ask for a response within a reasonable time period (1-2 weeks)

Document for Committee Resources – Committee chairs

4. Submit the final report of the committee to the Commission staff member's office (both electronically and in hard copy); include ratings and interview lists
5. Maintain confidentiality and avoid any appearance of conflict of interest
6. Be prepared to evaluate the institution's response (5 months after the visit) for the COC