

Special Committee

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Timeline and Information for Special Committee

Before the Visit (1-2 months)

1. Materials from COC or Chair
  - Outline of Information for a Committee Visit
  - Committee Roster
  - Writing Assignments
  - Itinerary for the Visit
  - Standard COC packet
2. Materials from the institution
  - Monitoring Report
  - Audit (if appropriate)
  - Questions re: technology and visit preferences
3. Make travel arrangements and inform institutional contact
4. Review *Principles of Accreditation*
5. Participate in pre-visit conference call; be prepared to discuss compliance status after review of documents
6. Write initial draft report on assigned standards

During the Visit

1. Attend all meetings of committee – plan arrival and departure carefully
2. Budget time for interviews
3. Review guidelines for writing committee reports and participate in discussions about applying the standards in the context of professional judgment
4. Plan to finish draft report by final evening of the visit
5. Approach the visit in the best spirit of collegiality, with interests of Commission and institution at the forefront; integrity of the process is key
6. Maintain strict confidentiality; destroy any materials related to the institution unless you requested and received permission to keep

After the Visit

1. Submit expense voucher to COC office, including mileage and necessary receipts
2. Review the draft report when received from the Chair and respond in a timely fashion
3. Maintain confidentiality and avoid any appearance of conflict of interest