

SAMPLE COC Staff Advisory Visit

Institution: _____ Contact: _____ Visit Date: _____

A. Morning Sessions

1. Meeting with Accreditation Liaison
2. Meeting with Compliance Workgroup (small group charged with drafting Compliance Certification)
 - a. review progress (electronic or hardcopy submission)
 - b. discuss options for presenting supporting information
 - c. review formatting of overall certification
 - d. lessons learned – Off-site/On-site reviews
3. Brief visit with CEO

B. Lunch with Leadership Team

This provides an opportunity to discuss salient issues related to steps in the reaffirmation process.

C. Afternoon Session

Meeting With Quality Enhancement Planning Workgroup

1. Discuss Steps Taken Toward QEP Development
2. Prepare An Institutional Case and Rationale for QEP
3. Outline and Review Major QEP Components (Group Assignments)
4. Nomination of QEP Lead Evaluator
5. Prepare for Fifth-year Interim Report (post-reaffirmation)
6. Review schedule for On-Site Visit

D. Wrap-up