

**Dr. Steven M. Sheeley**  
**Vice President - Commission on Colleges**  
**TYPICAL STAFF ADVISORY VISIT: Preparations and Itinerary**

**OBJECTIVES**

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1. To explore issues, questions, and topics of interest relating to the reaffirmation process
2. To discuss specific aspects of the Certification of Compliance, including interpretation of requirements/standards, documentation issues, the logistics of the presentation of materials; and avoiding common problems experienced by other institutions
3. To discuss the Quality Enhancement Plan and to explore specific areas of concern regarding the QEP
4. To answer questions relating to the timing and components of the peer review process (documents, timing of activities, etc.)

**ITINERARY**

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The sequence and length of following series of meetings may vary according to the needs of the institution. In all cases, the meetings should accommodate the schedules of individuals involved in the meetings, and the issues to be discussed during each meeting should include those identified by the institution.

1. Meeting with the Leadership Team [1 hour] Questions as to process, issues regarding adherence to Commission policy regarding Substantive Change, clarify extent of involvement in multiple sites and/or distance education, review timelines, etc.
2. Meeting with Accreditation Liaison [45 minutes] The role and responsibilities of the accreditation liaison; logistics of preparing the Compliance Certification, the QEP, Focused Report, hosting the on-site team, etc.
3. Discussion of specific compliance issues [Attendance TBD] [1 ½ hours] Interpretation of standards, examination/demonstration of how materials are to be presented
4. Working Lunch [Attendees to be determined] [1 hour]
5. QEP discussion [QEP leadership team] [1 ¼ hours]
6. Meeting with CEO/President [45 minutes] Issues raised during the day, timelines, issues of process
7. If the institution would like an open forum to discuss aspects of the reaffirmation process with a broader group of faculty and staff, that would be fine.

**PREPARATIONS**

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Send to Dr. Sheeley in advance of the meeting as much of the following as can be sent:

- List of individuals (including titles) who will be attending meetings. Please identify any committee chairs on the roster.
- Issues, topics, and/or questions each of the committees or groups might like to address during the day – especially those which might require some research.
- A brief summary of the QEP including its focus, rationale, projected outcomes, and other operational items available to date. Such items might include the project time line, committee organization, budget, administrative oversight.
- Examples of the “cases for compliance” with various Core Requirements and/or Comprehensive Standards. If the document will be presented electronically, please provide an example of the format to be used.