

TIMELINE for CAPACITY PREPARATORY and EDUCATIONAL EFFECTIVENESS VISITS

INSTITUTION: Occidental College
VISIT TYPE: EER
VISIT START DATE: Wednesday, February 08, 2012
WASC STAFF LIAISON: Diane Harvey

We expect that you will communicate throughout the visit process by email and phone, checking in and following up with one another at various points. Please do not consider the target dates to be inflexible.

	ACTION	TEAM MEMBERS		WASC STAFF		INSTITUTION STAFF	DATES	
		Chair	Assistant Chair (AC)	Managers and/or Admin Staff	Vice President or Associate (VP)	Accreditation Liaison Officer (ALO)	OPTIMAL TIMELINE	TARGET DATE
BEFORE THE VISIT								
1	WASC sends preparation materials to ALO (updated team roster, timelines, draft schedules, logistics survey, email account information, hosting a visit guide)	-	-	Sends	Receives and reviews	Receives, acknowledges and reviews	12-14 weeks before visit	November 16, 2011
2	WASC sends preparation materials to team (institutional and logistics information)	Receives and reviews	Receives and reviews	Sends	-	-	12-14 weeks before visit	November 16, 2011
3	ALO sends the institution's report to each team member and to WASC Office	Receives and reviews	Receives and reviews	Receives and reviews	Receives and reviews	Sends	12 weeks before visit	November 16, 2011
4	WASC sends preparation materials to chair and AC (timelines, email account notice, conference call worksheets)	Receives and reviews	Receives and reviews	Sends	Receives and reviews	-	10-12 weeks before visit	November 30, 2011
5	Chair sends first email team with outline of team assignments and conference call worksheets	Sends	Receives and reviews	-	Receives and reviews	-	8-9 weeks before visit	December 14, 2011
6	WASC contacts the team to set up pre-visit conference call	Provides availability	Provides availability	Arranges call	Provides availability	-	8 weeks before visit	December 14, 2011
7	ALO emails the team and VP with the logistics survey, draft visit schedule, and a list of team room exhibits	Sends and review	Receives and reviews	-	Receives and reviews	Sends	7 weeks before visit	December 21, 2011
8	Team members send conference call worksheets to AC who will compile and distribute before the team call	Receives and reviews	Receives and compiles	-	Receives and reviews	-	5-6 weeks before visit	January 4, 2012
9	Team conference call is held	Leads call	Takes team notes	-	Participates in call	-	5 weeks before visit	January 4, 2012
10	Chair has a call with the CEO (the ALO/ VP/ AC may be included)	Leads call	May participate in call	May arrange call	May participate in call	Participates in call and should provide availability of the CEO	5 weeks before visit	January 14, 2012
11	Chair communicates with ALO as needed to finalize schedule, confirm requested documents, etc.	As needed	As needed	-	As needed	As needed	4 weeks before visit	January 11, 2012
12	Institution sends notice of confidential email account to campus community	Notes receipt of notice	Notes receipt of notice	-	Notes receipt of notice	Sends notice, notifies VP	3 weeks before visit	January 18, 2012

TIMELINE for CAPACITY PREPARATORY and EDUCATIONAL EFFECTIVENESS VISITS

	ACTION	TEAM MEMBERS		WASC STAFF		INSTITUTION STAFF	DATES	
		Chair	Assistant Chair (AC)	Managers and/or Admin Staff	Vice President or Associate (VP)	Accreditation Liaison Officer (ALO)	OPTIMAL TIMELINE	TARGET DATE
DURING THE VISIT								
13	Team holds initial meeting	Leads team	Serves as team member and edits team draft report		Supports team	-	Evening before the first day of the visit	February 7, 2012
14	Team conducts review	Leads team	Serves as team member and edits team draft report		Supports team on first 24 hours of visit or longer as needed	Provides logistical support and consultation	2-3 days as scheduled	Feb 3-10, 2012
15	Team chair calls VP before exit meeting to discuss team recommendation	Calls VP	-		Receives call	-	Last day of visit	February 10, 2012
AFTER THE VISIT								
16	WASC sends team chair and assistant chair timelines for report completion process	Receives and reviews	Receives and reviews	Sends	Receives and reviews	-	1 day after visit	February 11, 2012
17	Team evaluates visit	Completes survey at the end of site visit	Completes survey at the end of site visit	Sends survey link	-	-	1 week after visit	February 17, 2012
18	Team members submit expenses to WASC Finance Manager for reimbursement	Sends	Sends	-	-	-	No more than 4 weeks after visit	March 9, 2012
19	Assistant chair sends consolidated draft report to team chair and VP	Receives and reviews	Sends	-	Receives and reviews	-	1 week after visit	February 17, 2012
20	Team chair revises as necessary and sends first draft of report to team members and VP for review	Revises and sends	Receives and reviews	-	Receives and reviews	-	2 weeks after visit	February 24, 2012
21	Team members and VP send comments to team chair	Receives and reviews, revises draft as needed	Sends comments; assists chair with report as needed	-	Sends comments	-	3 weeks after visit	March 2, 2012
22	Team chair sends revised draft as PDF to institution for correction of errors of fact only. Team chair also sends a copy to WASC	Sends	-	Receives and sends to VP and WASC President	Receives and reviews	Receives and reviews	4 weeks after visit	March 9, 2012
23	Team chair sends confidential recommendation form to WASC (and EE Framework for EER visits)	Sends	-	Receives and sends to VP, WASC President, Commission	Receives and reviews	-	4 weeks after visit	March 9, 2012
24	Institution sends response to report with correction of errors of fact to team chair and VP	Receives and reviews	-	-	Receives and reviews	Sends	6 weeks after visit	March 23, 2012
25	Chair revises report and sends final version to WASC and team members	Revises and sends	Receives and reviews	Receives and sends to VP, WASC President, Commission	-	-	8 weeks after visit	April 6, 2012
26	WASC sends final team report to institution, and invites CEO to respond	-	-	Sends	Receives and reviews	Receives and reviews	8-9 weeks after visit	April 6, 2012

TIMELINE for CAPACITY PREPARATORY and EDUCATIONAL EFFECTIVENESS VISITS

	ACTION	TEAM MEMBERS		WASC STAFF		INSTITUTION STAFF	DATES	
		Chair	Assistant Chair (AC)	Managers and/or Admin Staff	Vice President or Associate (VP)	Accreditation Liaison Officer (ALO)	OPTIMAL TIMELINE	TARGET DATE
27	CEO may respond in writing to the final team report; if so sends response to WASC	-	-	Receives and sends to VP, WASC President, Team Chair, Commission	-	Prompts CEO to send response if necessary	2 weeks after receiving report/ 4 weeks before Commission meets (confirm with WASC staff)	April 20, 2012
28	Commission reviews and takes action (Note: institutions are reviewed on the Wednesday or Thursday prior to this date)	Participates by conference call	Participates in call if the chair is unavailable	Attends Commission Meeting	Attends Commission Meeting	May participate in review (CEO will be asked to participate by phone or in person and may invite other institutional representatives)	Institutions are reviewed during two days prior to target date, Commission meets on target date	June 15, 2012
29	WASC sends action letter to the institution CEO, ALO, and team members.	Receives and reviews	Receives and reviews	Sends	-	CEO and ALO receive and review	2 weeks after Commission meeting	June 29, 2012
30	WASC sends action letter to the institutional governing board	-	-	Sends	-	-	3 weeks after Commission meeting	July 6, 2012
31	Institution evaluates visit	-	-	Sends survey link	-	Completes survey after the action letter has been received	3 weeks after Commission meeting	July 6, 2012
32	ALO distributes action letter and informs community of next steps	-	-	-	-	Distributes	Within 30 days after receiving action letter	August 5, 2012
33	Financial reconciliation	-	-	-	-	Receives bill for visit expenses from WASC Finance Manager and arranges payment	6 weeks after Commission Meeting	July 27, 2012