

## DRAFT OUTLINE OF ACCREDITATION SESSION FOR AAICU

Time	Topic	Who?
9:00-9:30 a.m.	<ul style="list-style-type: none"> <li>• Introductions- by participants, including what they want to learn</li> <li>• Update on Federal activities</li> <li>• Updates on current commission initiatives</li> </ul>	Barbara  Jean Jean and Barbara
9:30-9:40 a.m.	Overview of the Accreditation Process-adoption of standards, periodic reporting, fellow-actions, etc.  The Decennial Visit	Jean  Barbara and Jean- with participants who have played various roles in accreditation visits
9:40-10:00 a.m.	<b>Break</b>	
10:00-10:30 a.m.	<u><b>Before the Visit</b></u> <ul style="list-style-type: none"> <li>• Understanding Institutional History and the focus of the visit</li> <li>• Selecting the team and chair; team members' roles and responsibilities</li> <li>• Chair's preliminary visit to the institution</li> <li>• Communicating with the team</li> <li>• Reading the self-study/ institutional report</li> <li>• Preparing for the visit, including scheduling interviews</li> </ul>	Jean  Barbara  Barbara Jean Barbara Jean
10:30-11:00 a.m.	<b>Break</b>	
11:00-12:30 p.m.	<u><b>During the Visit</b></u> <ul style="list-style-type: none"> <li>• Managing the team; team meetings and interviews</li> <li>• Some special parts of the visit               <ul style="list-style-type: none"> <li>○ Staying in touch with the President</li> <li>○ Open meetings (students, faculty, staff)</li> <li>○ Meeting with the Board</li> <li>○ Exit report</li> </ul> </li> <li>• Getting information for the report from team members; templates/forms</li> <li>• Deciding on action to recommend to commission</li> </ul>	Jean  Barbara Jean  Barbara Jean Jean  Barbara & Jean

	<p><b><u>After the Visit</u></b></p> <ul style="list-style-type: none"> <li>• Completing the report</li> <li>• Meeting with the Commission</li> </ul>	
12:30-2:00 p.m.	<b>Lunch</b>	
2:15 – 4:00 p.m.	<p><b><u>Special Topic Sessions</u></b></p> <ul style="list-style-type: none"> <li>• Looking at student achievement and success</li> <li>• Branches, locations, certificates, non-degree, non-credit, contractual arrangements, distance learning</li> <li>• Governing board</li> <li>• Public disclosure</li> </ul>	<p>Barbara Jean</p> <p>Jean Barbara</p>
4:00pm-5:00 p.m.	<p><b><u>Wrap up:</u></b> Distinctive features for Middle States and New England, with special focus on issue related to American Colleges and Universities abroad</p>	Jean and Barbara