EDUCATION

Seventh-day Adventist Church
SOUTHWESTERN UNION

Site Visit

Preparing for the Site Visit

In preparation for the Site Visit, the Coordinating Team should check to see that the responsibilities of those involved in the accreditation process have been accomplished. The Self-study Report should be completed in its entirety on Accreditrac.

The Principal is responsible for the following before the visit:

1. Provide notification to the local conference office of education that the Self-study Report is ready for their approval at least 45 days prior to the visit.
2. At least 30 days prior to the visit, make available the completed Self-study Report to the school board members and the school faculty and staff.
3. Cooperate with the local conference office of education and Visiting Team chair regarding plans for the visit (i.e., housing, meals, computer access, and transportation).
4. Collect and organize the evidences.

What to Expect During the Site Visit

The Principal is responsible for the following during the visit:

1. Provide a private meeting room with tables, chairs, and the evidences for the Visiting Team as needed.
2. In consultation with the Visiting Team chair, arrange meetings of appropriate school groups. Consider having substitute teachers/volunteers available to facilitate time for interviews with teachers.
3. Coordinate with the Visiting Team chair in arranging a meeting of the faculty, staff, available school board members, and learner representatives for the exit report of the Visiting Team.

The Visiting Committee

If you are the Visiting Team chair, you will have access to several documents that will support your facilitation of the committee.

If you are part of the Visiting Committee, access to the *NAD Visiting Committee Handbook* will be made available. Become familiar with its contents before the Visit. A visitation schedule and committee member assignments for the standards will also be provided.

After reading the Self-study Report in its entirety, and the responses to your assigned standards, begin writing recommendations for each standard you have been assigned.

Each committee member has multiple assignments, with the responsibility to be the primary writer in at least one standard. You will have the opportunity to verify these during your time on campus. You will have access to tips for writing recommendations as well as sample recommendation forms with the desired format for submitting your work. Upon arrival, you will be provided time to consult and collaborate with other team members on your findings. You will want to bring your laptop to facilitate your work and that of the committee.

On the last day of the visit, the chair will lead the Visiting Committee in determining the accreditation status that will be recommended to the North American Division Commission on Accreditation. This includes building a consensus on the term to be recommended based on the school's strengths and areas of needed improvement in comparison to the criteria for accreditation. The chair will prepare a statement that justifies the term chosen by the Visiting Committee.

The Visiting Committee is responsible for:

1. Reading, analyzing, and validating the Self-study Report, including continuous school action plans, to determine the extent to which the school is accomplishing its purpose and mission and meeting the criteria for accreditation. This is accomplished by observing the school in operation, visiting classes, and interviewing administrators, teachers, students, and others.
2. Preparing a report that commends the school for its areas of strength, validates school improvement plans, and recommends specific actions to support school improvement.
3. Recommending a status of accreditation to the NAD Committee on Accreditation that is based on the Self-study Report and on-site findings.

• Continuous School Improvement Plans may:

1. Be approved as written.
2. Recommended for revision.
3. Recommended for development.
4. Rejected.

• Commendations are based on:

1. Specific and observable strengths of the school program.
2. Innovative programs that meet distinctive needs.
3. Significant improvements in the school program or facilities.
4. Aspects of the program that are deemed outstanding by the committee.
5. Aspects of the program that are MORE than you would ordinarily expect to find.

• Recommendations are based on:

1. Standards that are not adequately addressed.
2. Continuous School Improvement Plans that are inadequate or lacking.
3. Concerns that the Visiting Committee discovered during the visit.

What's Next?

The school board and principal will receive access to a copy of the Visiting Team Report as approved by either the North American Division Commission on Accreditation, union office of education, or conference office of education. A Certificate of Accreditation will also be provided by one of these bodies.

The principal, in conjunction with the school board and faculty, should lead out in the process of revising or creating a Continuous School Improvement Plan based on the Visiting Team recommendations. The principal should review annually the Visiting Team Report with the school board and complete an Annual Program Report to be sent to the appropriate office. And, finally, the principal should cooperate with the union and/or local conference office of education in setting the date for any required reviews or revisits.