

EDUCATIONAL EFFECTIVENESS REVIEW CHAIR'S GUIDE TO THE CONFERENCE CALL

OVERVIEW

The Educational Effectiveness Review Conference Call is the first team interaction in the Educational Effectiveness Review process. While core team members will have participated together in the Preparatory Review, the conference call is the first opportunity for the core team members to be joined by the additional members of the EE Review Team. The conference call is a scheduled, structured team discussion prior to the site visit to review team thinking on the institution's presentation, the quality of the evidence presented, issues where further evidence is needed, and the areas of focus and team strategy for further review and the site visit. See the accompanying *Team Worksheet for the Educational Effectiveness Review* for the purposes and tasks of the call.

BEFORE THE CALL

<i>12 Weeks Before the Visit</i>
Establish the date and time of the conference call to occur 5-6 weeks before the visit. Reserve 2 hours for the call.
Chair advance work may include calling on the Assistant Chair / Team Writer for help in organizing the following: <ul style="list-style-type: none"> • Developing a preliminary approach to the review (ideas about how to organize the visit) • Making any advance team member assignments that seem appropriate • Identifying issues that need verification or further exploration
Send a confirming email for the conference call: <ul style="list-style-type: none"> • Establish the agenda for the call (Review of the Institutional Presentation, reflection on how well-positioned the institution is to meet the Core Commitment to Educational Effectiveness; identify the themes and key issues for the Review; review the quality of the evidence and determine any additional evidence required; discuss visit strategy; discuss any issues or questions from team members) • Ask team members to complete the <i>Team Worksheet for the Educational Effectiveness Review</i> prior to the conference call and email or fax their completed <i>Worksheets</i> to the Assistant Chair / Team Writer and to the WASC staff liaison in advance of the call. • Ask team members to refamiliarize themselves with the Standards (p. 14-31) and Educational Effectiveness Review visit process (p. 44 - 49) in the <i>Handbook</i>. • Have close at hand during the call their own notes and summaries, copies of their worksheet and the summary worksheet provided by the Assistant Chair / Team Writer, the <i>Handbook</i>, Table of Contents or inventory of materials provided by the institution, and the institution's organizational chart. In addition, the Educational Effectiveness Review essay(s) should be available for reference.

THE CONFERENCE CALL AGENDA

<i>Introductions (Suggested time: 15 minutes)</i>
The Chair organizes the call: <ul style="list-style-type: none"> • Establishes the agenda • Describes the role of the Asst. Chair/Team Writer and introduces the person • Other brief introductions are made • The Chair may wish to designate one team member to be time keeper whose role is to keep the group

on task and to give the chair a 5-minute warning before the next agenda item

- The WASC staff liaison sets the context for the visit, reviews the institution's accreditation history, and participates throughout the call as a resource.

Follow the Worksheet

Part I (p.2): Review the quality of the Institutional Presentation (Suggested time: 20 minutes)

Part II (p. 3): Review the approach to the Educational Effectiveness Review (Suggested time: 25 minutes)

Key issues for the review

Kinds of evidence collected

The quality of the evidence

The institution's process for making improvements

The evidence that improvements have been made and further improvement is planned

Part III (p. 4): Review the Core Commitment to Educational Effectiveness in the context of the Standards (Suggested time: 20 minutes)

Part IV (p. 5): Determine the approach to the review and preliminary team strategy (Suggested time: 10 minutes)

Conclusion: 5 minutes

AFTER THE CALL

Within a week following the Call

The Team Chair and Assistant Chair/Team Writer coordinate responsibilities for the following tasks and circulate to the team and staff liaison the final page of the *Team Worksheet for the Educational Effectiveness Review* summarizing the following:

- Focus for the review
- Questions to be pursued/ additional evidence required/ who at the institution might comment
- Other information the Team Chair deems relevant

The Chair works with the Assistant Chair/Team Writer and the staff liaison to determine team assignments.

The Chair communicates with the team hosting the institution and the WASC staff liaison to finalize the visit schedule and to request additional materials and logistical information (hotel, transportation, word processing, etc.) be sent to team members per the call discussion.