



Institution: _____

Review Date: _____

Team Member: _____

Worksheet Date: _____

TEAM WORKSHEET FOR THE PREPARATORY REVIEW CONFERENCE CALL

<p>The purposes of this <i>Worksheet</i> are to:</p> <ol style="list-style-type: none"> 1. Assist each team member to prepare for the Preparatory Review Conference Call and his/her assigned and assumed responsibilities for the review. 2. Undertake a preliminary evaluation of the Preparatory Review Presentation to explore how well the institution is positioned to meet the Core Commitment to Preparatory Review and Commission Standards. 3. Determine key issues, areas of focus, and team strategy for the site visit. 4. Identify any additional information needed in advance of the review or to be available in the Team Room during the visit.

<i>Worksheet Instructions</i>
<ol style="list-style-type: none"> 1. Each Team Member should read and analyze the materials available from the institution, including the review of the website portfolio (if available). In addition to the institution’s essay and supporting materials, team members should read the Handbook, especially the Standards (p. 15-31) and Stage 2 of the review, the Preparatory Review (p. 41-44). 2. Upon completion of this worksheet, each team member should e-mail (or fax) his/her worksheet to every other team member and to the WASC staff liaison in advance of the scheduled Conference Call. 3. The Assistant Chair/Team Writer will prepare a summary document and e-mail the document to all team members in advance of the Conference Call.

<p><i>Core Commitment to Institutional Capacity:</i> <i>The institution functions with clear purposes, high levels of institutional integrity, fiscal stability, and organizational structures and processes to fulfill its purposes. (See 2001 Handbook of Accreditation, p.5).</i></p>

I. EVALUATION OF THE INSTITUTIONAL PRESENTATION FOR CAPACITY

<i>Overall quality of the Institutional Presentation</i>	<i>Areas of Good Practice Areas for Improvement Areas for Further Inquiry</i>
A. To what extent does the Institutional Presentation align with the approach for the Preparatory Review set forth in the Proposal, and to what extent does it present a balanced view of the Institution?	
B. To what extent does the Institutional Presentation demonstrate that an institution is engaged in effective self-review, and has effective systems for the collection and use of evidence?	
C. To what extent are the exhibits and data tables linked to the reflective essays and used to illustrate or document institutional analysis and findings?	
D. In what ways does the Institutional Presentation demonstrate how the institution is developing and effectively using performance indicators to provide a basis for institutional improvement?	
E. In what ways does the Institutional Presentation integrate and synthesize institutional evidence and exhibits, leading to findings and recommendations for action?	
F. In what instances does the evidence presented in the Data Portfolio either support or fail to support the institution's actions, decision making, and claims to knowledge concerning matters of central importance in this review?	

II. EVALUATION UNDER COMMISSION STANDARDS

<i>The Core Commitment to Institutional Capacity and compliance under the Standards for review</i>	<i>Areas of Strength Areas for Improvement Areas of Concern regarding Threshold Compliance</i>
A. Standard 1: Defining Institutional Purposes and Ensuring Educational Objectives (include Criteria for Review and Guidelines)	
B. Standard 2: Achieve Educational Objectives through Core Functions (include Criteria for Review and Guidelines)	
C. Standard 3: Developing and Applying Resources and Organizational Structures to Ensure Sustainability (include Criteria for Review and Guidelines).	
D. Standard 4: Creating an Organization Committed to Learning and Improvement (include Criteria for Review and Guidelines)	

III. PRELIMINARY APPROACH TO THE PREPARATORY REVIEW

A. Key issues for the site visit and Standards requiring further inquiry during visit:

B. Additional evidence to be requested in advance of the review or to be available in the team room:

C. Persons, Committees, or Groups to be interviewed:

D. Notes (*Use additional pages if necessary*)