OFFSITE REVIEW (OSR) VIDEO CONFERENCE WITH
INSTITUTIONAL REPRESENTATIVES GUIDE

PURPOSE

The primary purpose of the 30 - 45-minute video conference call is to share with the institution the lines of inquiry that will be pursued during the Accreditation Visit. A secondary but explicit purpose is to introduce the team members to the institution, and vice versa. Dialogue and exchange between team members and institutional representatives is welcomed, but the goal of the call is to provide a “soft landing” for the written Lines of Inquiry that the team will send to the institution. The institution should expect that the call will presage the written document, and that there will be no surprises when the document arrives.

PARTICIPANTS

Institutional representatives include the president, chief academic officer, chief financial officer, and the Accreditation Liaison Officer. The institution can invite other members of the campus community to participate on the call, if it wishes. All members of the team are present, with theWSCUC liaison available if an issue should arise.

CONTENT FOR THE CONFERENCE CALL

During the Offsite Review, the team will generate many questions about the institutional report. The task for the team is to signal, in a broad manner, the nature of those questions. The call provides a forum for the team to report out its preliminary conclusions and its initial plans for deeper research when it conducts the Accreditation Visit. The conference call is not a fact finding activity. However, if there is a question that may be easily posed and answered, the team may engage institutional representatives.

LINES OF INQUIRY FOR THE ACCREDITATION VISIT

During the Offsite Review, the team will identify those areas that will form the primary focus of the Accreditation Visit—those areas that require more in depth examination and exploration. The identified areas will be reflected in the Lines of Inquiry summary document that the institution will receive one week after the Offsite Review. The identified areas are shared at the time of the conference call so that there are no surprises when the institution receives its summary document.

COMMENDATIONS ABOUT THE INSTITUTIONAL REPORT

During its review of the institutional report, the team will have identified accomplishments achieved by the institution, in addition to matters it will want to explore more fully. These are gathered as commendations and shared at the time of the conference call, as well. As a general practice, it is best to begin with the commendations and then move to the Lines of Inquiry.
FORMAT

The chair of the team opens the call by welcoming the institutional representatives and asking team members to introduce themselves. The chair then invites the president to introduce the institutional representatives and to make a few brief remarks. The chair then shares the team’s commendations about the institutional report, and outlines the Lines of Inquiry at a high level. The chair may ask the team members to participate in this reporting, at the team’s discretion. Before concluding, the chair asks the president for any questions the institution might have about the WSCUC process or the Lines of Inquiry that were presented. The chair concludes the session by noting that the Lines of Inquiry will be sent to the institution in about one week.