



# Connecticut Association of Independent Schools

## Commission on Membership and Accreditation

### The Phases of Accreditation

	PHASE I: Self Study			PHASE II: Visiting Team	PHASE III: Follow-Up
	Preparation for the Self Study	Self Study Part I: Reviewing the Standards	Self Study Part II: Reflection, Recommendations, and Issues for Further Discussion	The Visit	Two-Year and Five-Year Interim Reports
<b>PURPOSE</b>	Prior to beginning the Self Study, the School must gather background information that will inform the discussion of the Self Study committees.	Part I of the Self Study is focused on documenting the School's adherence to the Standards and to formulating recommendations for improvement.	Part II of the Self Study is devoted to reflection on the findings of the Self Study committees and to drawing together and prioritizing ideas for school improvement.	The charge to the Visiting Team is to validate the Self Study, make recommendations, and advise the Commission regarding accreditation.	These reports allow the School to report on its follow-up to the Self Study and to the report's recommendations
<b>TASKS TO BE ACCOMPLISHED</b>	<p><u>The Self Study Coordinator will arrange to:</u></p> <ul style="list-style-type: none"> <li>Review the Mission Statement-Survey constituents</li> <li>Compile statistics</li> <li>Assemble policy documents</li> <li>Gather existing plans</li> <li>Review prior financial information and plan for a Financial Audit/Review</li> <li>Major program areas should be reviewed with regard to the program standards (4-6). Brief reports will be prepared and provided to the Self Study committee(s) on program standards.</li> </ul>	<p><u>Each Self Study committee will:</u></p> <ul style="list-style-type: none"> <li>Review relevant background information (survey data, statistics, documents, and existing plans).</li> <li>Review and comment on possible indicators and alternatives.</li> <li>Identify issues for further inquiry.</li> <li>Conduct research through focus groups, interviews, and observation.</li> <li>Rate the degree of compliance with the standard.</li> <li>Draft a report documenting compliance with the standard – or outlining specific steps and timeline to bring the School into compliance – and making recommendations related to the standard that would enhance the students' experience and foster school improvement.</li> </ul>	<p><u>The School will:</u></p> <ul style="list-style-type: none"> <li>Demonstrate that the process has led to new understandings about the School, <i>by the School</i>.</li> <li>Some of the major and minor recommendations offered by Visiting Teams may therefore be presented as affirmations of the School's analysis – as opposed to having the appearance of being entirely generated by external visitors.</li> </ul>	<p><u>The Visiting Team will:</u></p> <ul style="list-style-type: none"> <li>Review the Self Study Report</li> <li>Validate the Self Study by interviewing people, observing the program, reviewing the supplementary materials.</li> <li>Review plans for Standards that are not met; evaluate the adequacy and practicality of the plans and timetables.</li> <li>Assess the impact on the experience of students.</li> <li>Review the Part II Report: Reflection, Recommendations, and Issues for Further Discussion.</li> <li>Draft a report that confirms that standards are met or describes plans that are in place to address them.</li> <li>Make recommendations to the School and the Commission regarding the standards, the Self Study Part II Report, and the School's accreditation status.</li> </ul>	<p><u>The School will:</u></p> <ul style="list-style-type: none"> <li>After two years, respond to the Major Recommendations of the Visiting Team and the Commission.</li> <li>After five years, respond to all Recommendations of the Visiting Team and the Commission.</li> <li>Report on all goals accomplished and all goals underway or deferred.</li> </ul> <p>NOTE: Schools are required to report within one year to document compliance with any Standard not met at the time of the visit.</p>



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<b>P R O C E S S  S T E P S</b>	<p>Appoint the Self Study Coordinator(s) and Steering Committee.</p> <p>Select dates for visit.</p> <p>Establish calendar for the Self Study.</p> <p>Coordinator attends workshop.</p> <p>CAIS staff presentation scheduled.</p> <p>Appoint committees for each major program area.</p> <p>Appoint committees for each standard.</p>	<p>Present a draft of Part I of the Self Study to the full faculty for discussion and comment and make final revisions.</p>	<p>Part II is intended to be a macro-look at major findings, presented in a one to three page report. This may be done by a separate letter from the Self Study Coordinator or may be noted by each committee within its report.</p> <p>The plan should be completed by the School at the end of the Self Study and submitted with the Self Study.</p>	<p>The Visiting Team submits its report to the Commission and makes a recommendation on the accreditation status of the School.</p> <p>The Visiting Team submits to the Commission its ratings of the School on the individual standards.</p>	<p>Immediately following the visit, the School should establish a follow-up procedure to track the process and progress of implementing recommendations from the Self Study, the Visiting Team and the Commission.</p>