



The On-Site Visit

The Rev. David Madison, D. Min., Executive Director

Sue Kirkpatrick, Director of Accreditation Services

Susan Schotz, Associate Director of Accreditation Services

Video Conference

Summer 2018



SELF STUDY YEAR - Year 9

It's a marathon!

Committees

Survey & Research

Budget

Steering Committee Chair & Logistics Coordinator

Brainstorming

Self-Study

Hospitality

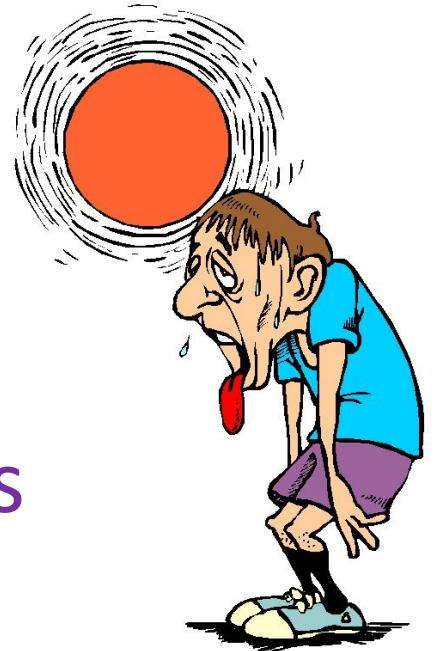
Approving the

Publication

Final Draft

Writing & Editing

Meetings



BUT WAIT!



There's one more thing to be
done...

THE ON-SITE VISIT - Year 10

TWO PARTS

Part 1: The Pre-Visit

Team Leader, HOS, Steering Committee Chair

1. Tour the school and the hotel
2. Review the format for the OSV
3. Share template for OSV schedule
4. Discuss group meetings(e.g. chapel, fire drill, etc.)
5. Share workroom needs for the OSV Team
6. Share needs of the OSV Team (meals, snacks, day and evening workspaces, transportation)



HELP!



First point of contact: Team Leader

Second point of contact: Susan Schotz, ADAS, sschotz@swaes.org

Third point of contact: Sue Kirkpatrick, DAS, skirkpatrick@swaes.org

Fourth point of contact: Pat Blevins, SAES Office, pblevins@swaes.org



Part 2: The On-Site Visit

CHECKLIST QUESTIONS

1. Have you made hotel reservations for the Team? How many rooms?
2. Has the HOS sent out the welcome letter?
3. Do you know how each Team Member is arriving?
4. Have you arranged transportation when needed (think: airport to hotel, hotel to school, school to dinner, school to airport, etc.)
5. Is the Team workroom ready?
6. Have all meals been arranged?
7. How does the school look?
8. Are the faculty and students ready for the visit?
9. Are all meeting groups prepared and final schedule distributed?



The On-Site Visiting Team Arrives


- Sunday morning to hotel
- Team orientation at hotel at 2:00 pm
- Team travels to school at 4:00 - 4:15 pm

Then.....




SUNDAY ABOUT 4:30PM The Fun Begins

 School Tour

Reception 

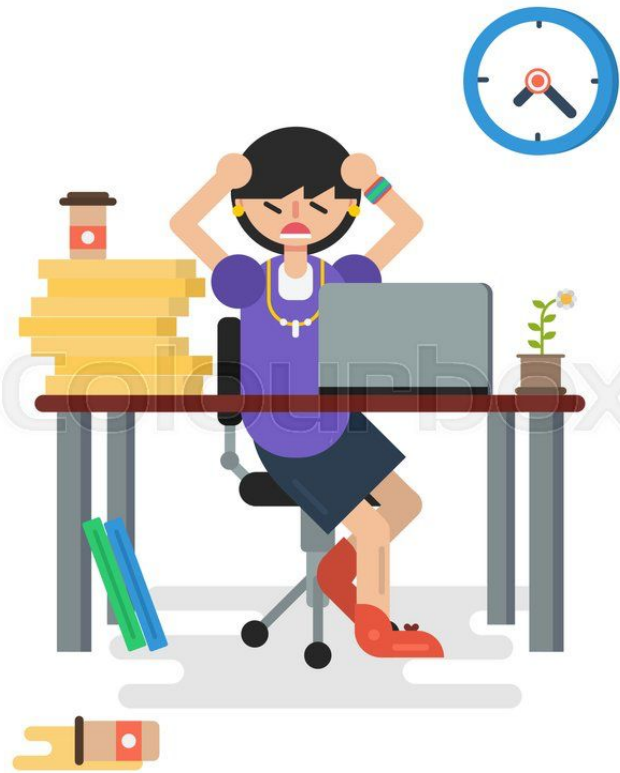


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1. Classroom visits
 2. Individual and group meetings
 3. Reading documents
 4. Reviewing the Self-Study
 5. Writing, writing, writing the OSV Report

THE INTERNET (CONNECTION)

At school and at the hotel

Good connection for *GoogleDocs*
Secure connection for *GoogleDocs*
Nearby IT assistance!



WEDNESDAY ABOUT NOON

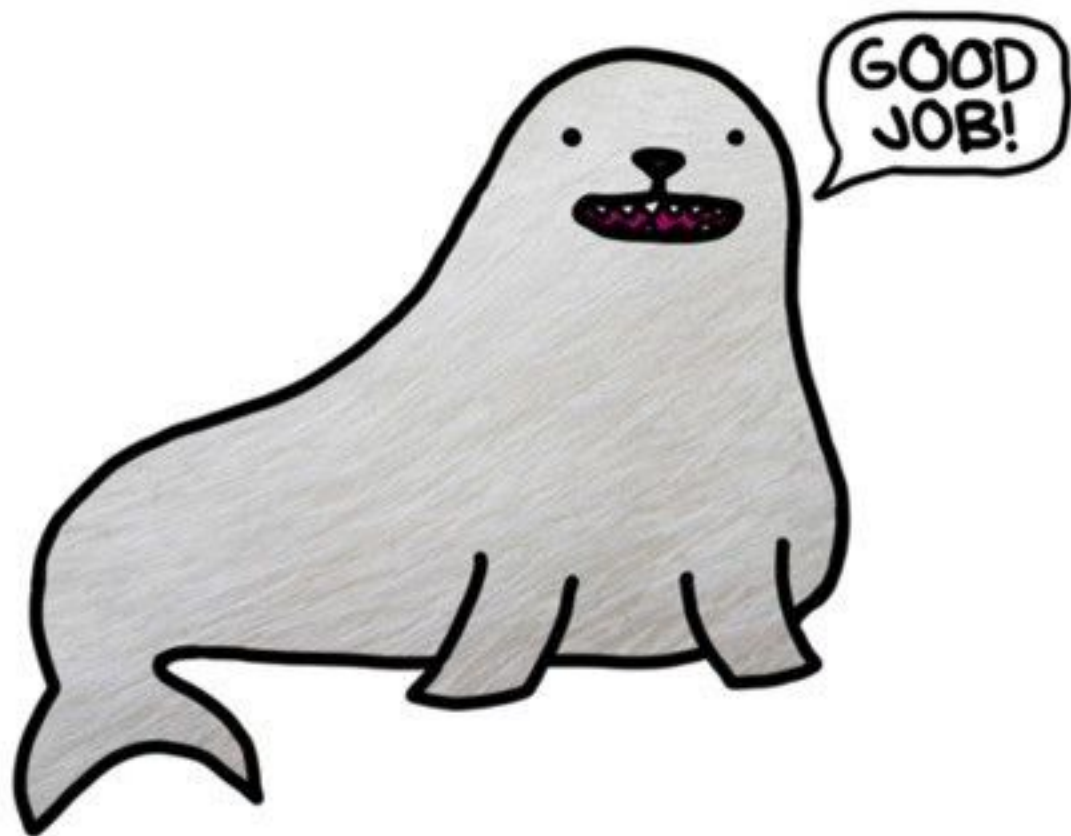
The Team Leaves

Team Leader and SAES
Representative stay for
meeting with
Administration, Faculty,
Staff, and Board





SEAL OF APPROVAL



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