

## Appendix H: Checklist for the Self-Study Steering Committee and Committee Chair

### A. In the Year or Months Preceding the Self-Study: Year 1

- ☐ Schedule the accreditation orientation workshop (kick-off) with the ISACS Director of Accreditation or Coordinator of Accreditation Services.
- ☐ See that the school and board review, revise (as necessary), and re-endorse the school's statements of mission, philosophy, and goals.
- ☐ See that the curriculum guide is revised and current, and provides a succinct description of the "scope and sequence" of the program. Consider creating a streamlined version (curriculum map, for example).
- ☐ Undertake a survey of all constituents (parents, alumni, board, faculty, and upper grade students). (See the ISACS School Community Survey, Appendix P). Read all the results of the survey of constituents, divide up the tabulated report as instructed, and distribute the results to the appropriate committees.
- ☐ Develop a procedure to track alumni, one that provides information to document the outcomes of the program in terms of student growth and success in future academic undertakings.
- ☐ Develop the committee structure to undertake the self-study, creating the appropriate committees (usually 25-30) necessary to address all the topics required to be studied by an ISACS accreditation; incorporate all the faculty and administration, as well as representatives from parents and trustees. Consider "shadow" committees of parents and community members that meet a couple of times during the information-gathering period for the self-study as sounding boards. Assign at least one steering committee member to sit, ex-officio or otherwise, on each committee to ensure that all committees stay on track with their charge and schedule.
- ☐ Recheck the above committee structure to ensure broad community participation in the self-study, including all school personnel and representation of other community members, including Board of Trustees, parents, students and alumni/ae.
- ☐ Create a calendar for the self-study that may include at least four in-service meeting times for self-study committee work.
- ☐ Check out the ISACS website for resources. Also, see Membership and Accreditation Guide appendices.

### B. In the Year of the Self-Study: Year 2

- ☐ Choose an approach to study the program of the school.
- ☐ Verify compliance with all ISACS standards for membership (Appendix A).
- ☐ Decide on global questions to ask, if any, or themes to pursue across all committees.
- ☐ Lead the committees through the process of question-formulating, data-gathering, and synthesis of thinking.
- ☐ Edit the committee reports to ensure consistency of style, tone, and format. All committee and subcommittee reports are to follow the same four-part format (overview, strengths, challenges, plans and priorities—no more than four or five items in each section; no more than three to five pages per committee/subcommittee report).
- ☐ Write the conclusion commenting on the process and on any general themes that may have emerged across committees.
- ☐ Arrange for a visit to the school by the visiting team leader to review facilities, progress on the self-study, and logistics (accommodations, schedule, technology requirements, etc.).

### C. In the Year of the Visit: Year 3

- ☐ Send a communication to all team members (four to six weeks prior to the visit, once the team list has been confirmed by the coordinator of accreditation services) that includes the following:
  - ☐ General information about the school (catalog, brochure, handbooks, etc.)
  - ☐ Travel directions, lodging information, and general visit logistics
  - ☐ Mail the final self-study report and/or send an electronic version to each member of the visiting team and one copy electronically to ISACS at least four weeks prior to the actual visit.
  - ☐ Assemble all the materials required to be made available in the visiting team conference rooms (addenda and appendices). Do not send report addenda and appendices to visiting team.