ISACS Detailed Preliminary Visit Schedule and Agenda

Required elements of the preliminary visit

- School tour: confirm availability of campus map, ability for team to move about campus
- Steering committee meeting: general thematic meeting and logistics: tech, supplies, meeting spaces, schedule, transportation/food/lodging, timelines, communication
- Head of school meeting (see Topics to cover with Head of School)
- Faculty/staff meeting: brief overview of visit with the goal of lowering anxiety and reinforcing our partnership role
- Hotel tour to review group meeting rooms and confirm any other logistics
- Any other group meetings as needed by the host school or team leader (governing body, admin, etc.)

Logistics to cover with the Steering Committee

- Technology liaison: who to contact for tech support during visit
- Onsite needs
  - Wireless access/printing and projection capabilities/spare laptop for accreditation team members, if needed
  - Private conference room space
  - Supplies (regular office supplies, paper, pens, snacks/drinks, copy of the ISACS standards for membership checklist completed by the school, portable display of all faculty/staff with columns for "observed" and "interviewed", faculty/employee schedules)
  - Access to flash drives or shared online storage preloaded with addenda and other key documents
  - Resources for writing and saving accreditation team report in a secure location
- Offsite needs
  - Wireless access/printing and projection capabilities
  - Power cords for multiple laptops, set up ahead of time under conference table
  - Enough conference room space for accreditation team + tables + tech
  - Standard office supplies, snacks/drinks
  - Easel & large sticky white paper post-it like notes, if preferred by team leader
  - Access to flash drives or shared online storage preloaded with addenda and other key documents
  - Conference room booked from Sunday at noon through Wednesday at noon
- Transportation/lodging/food
  - Travel reservations (made by school or accreditation team member?)
  - Transportation to and from airport, and to and from school
  - Onsite meals at school for lunch; snacks and beverages in meeting room
  - Offsite meals at hotel in the evening and hot breakfast in morning; snacks and beverages in meeting room
  - Early check-in for hotel (team leader, team members, etc.)?
  - Gift bags for team members (not essential; keep it simple)
- Visit schedule
  - Discuss and/or review draft schedule
  - Details for Sunday reception
  - Confirm timing of meetings with non-employee groups: governing body members, parent association leaders, student government/group, alumni association
  - Schedule for any steering committee meetings with accreditation team
  - Oral exit report (invitees, agenda, need for projector)
  - Emphasis on classes engaged in active learning throughout the visit, staff availability, etc.

- Timelines/communication
  - Discuss the team leader welcome message to the team
  - Communication from the school to the team, including:
    - Self-study report
    - Accompanying welcome message from school, including marketing materials, travel directions
    - Requests about allergies, food requirements, technology needs
    - Information about reimbursement process
- Status of self-study process and standards documentation
- Request copy of last accreditation team report and strategic planning documentation for team leader
- Role of accreditation team: how can we best support the faculty/staff and the school?

Topics to cover with Head of School
- History and mission of the school
- Head's history and time at the school
- Current community
  - Demographics
  - Enrollment trends
  - Finances/HR: financial audit schedule (annual or otherwise?), most recent audit, endowment status, any ongoing legal/HR concerns
  - Position and goals of the school with respect to equity and inclusion, student safety, anti-harassment policies
- Journey over the past seven years since the last accreditation team
  - Progress on major recommendations
  - Status of strategic planning
- Role of governing body in the self-study process and at the school
- Current challenges on head's plate
- Major goals for the future
- Skeletons in the closet/surprises the team may encounter
- How can the team best support the host school in this process of reflection and planning?
- Confirm preliminary findings meeting on the last day of the visit with the head of school
- Oral exit report meeting: attendees/length/time of day