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III.6 Site visit exit briefing

Site visits conclude with an exit briefing that is an explanation of the panel's findings and preliminary conclusions, combined with the formalities of a courteous departure. The briefing is held with the Program Headppropriate institutional representatives (e.g., CAO, CEO), and all panel members. The Program Headd the ERP Chair agree on which universidiministrators will attend this meeting. Other personnel, such as faculty, may attend if the ERP Chair and the Program Headleem it appropriate. The Program leads the exit briefing, but may ask panel members to address an issue within their area of expertise.

Offers an opportunity for institutional representatives to ask questions; Allows the ERP and institutional representatives to enjoy a collegial conclusion of the visit.

The exit briefing is not, however:

A time for panel members and the Program Head or other institutional representative argue or to raise objections to the panel's tentative conclusions;

An occasion for the panel, Program Headadministrators to "discover" important information about the program or panel's findings.

III.6.2 Content of the exit briefing

The panel meets before the exit briefing to determine content and identify specific topics to address. The RP Chair should then meet with the Program Headert him or her to the areas that will be covered in the exit briefing, particularly regarding concerns of the panel.

The ERP Chair needs to be careful to signal any possible problems or areas of concern and not gloss over them simply to offer temporary harmony during the exit briefing ERReChair and panel should not give the impression in this meeting that no problems were found and then identify important problems or concerns in the panel's written report.

The exit briefing should include the following, in this suggested order:

- 1. Brief thanks to the head of the program, faculty, institutional representatives, and all those who met with the panel;
- 2. Description of the purpose of the exit briefing, emphasizing that this is a summary of the panel's preliminary findings and tentative conc 12.02 0 Td (i)-2 54 (o pr)3 l/ Fnar makes the final accreditation decision;
- 4. Summary of program strengths;
- 5. Discussion of areas of concern as preliminarily identified by the panel. Reiterate that

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- 6. Review of program strengths and areas for improvement. Einzphthat these are observations to provide a sense of the visiting panel's impressions, but are neither final nor comprehensive.
- 7. Summary of what will happen after the panel leaves:
 - a. The ERP Chair will send a draft of the ERP Reposithe program and the for Accreditation.
 - b. The program may then respond with corrections to factual errors in the draft ERP Report;
 - c. The ERP Chair will submit the final ERP Reptorthe program and to the COA via the Office for Accreditation
 - d. The program has the option of submitting a written response to the ERPachair the COA
 - e. The Program Head ERP Chair will meet with COA at the next ALA conference to answer the Committee's questions
 - f. The COA will make the accreditation decision