

Checklist for Committee Chairs/Preparation for Site Visit:

- Ensure the information about your committee is accurate on the college committees website (<http://www.wlac.edu/committees/index.aspx>). If changes need to be made, email Vicky Nesia.
- Update your committee's website. Make sure the roster is accurate and that all agendas and approved minutes are posted. Be sure that your committee charge and any goals your committee has set are also on the website. If you don't remember your committee's charge, they are all in the Participatory Governance and Planning Policy and Procedure Handbook, accessible online at http://www.wlac.edu/WLAC/media/documents/research/planning/WLAC_PGHandbook_2015.pdf.
- If your committee is scheduled to meet during the site visit (March 7-10), expect visiting team members to sit in.
- Read accreditation standards that are relevant to your committee (<http://www.wlac.edu/WLAC/media/documents/WLACAccreditation/2016Ser/Compiled-2016-SER-Jan04.pdf>). Familiarize yourself with what we have said. Be prepared to answer follow-up questions.
- Look at the questions for relevant standards in the "Guide to Evaluating and Improving Institutions" July 2015 edition (available at http://www.accjc.org/wp-content/uploads/2015/10/Guide_to_Evaluating_and_Improving_Institutions_July_2015_REVISION_D.pdf). Be prepared to provide answers to any of the questions under standards that are relevant to your committee.
- Make sure all committee members know the charge of your committee and how that charge helps the committee achieve its relevant accreditation standards.
- Attend Spring Summit (February 5 from 8:30 to noon—HLRC 4th floor) and Leap into Accreditation (February 29, afternoon, 2-4:30—HLRC 4th floor) and encourage committee members to join you.