

FORMAT FOR FOCUSED VISIT REPORTS

The Commission on Technical and Career Institutions mandates as a matter of policy that all of its accredited Institutions at the secondary and postsecondary level must undergo a focused visit no later than five years following a decennial or initial accreditation visit.

The institution bears the responsibility for preparing a focused visit report to be distributed to the Commission office and to members of the focused visit team no later than 30 calendar days prior to the date of the on-site visit by the team.

The **purpose** of the Focused Visit Report and the ensuing site visit is to inform the Commission on Technical and Career Institutions of significant developments and progress made by the institution since its most recent decennial on-site visit to include any progress reports or other actions required of the institution by Commission policy or specific action.

The institution's Focused Visit Report should be organized in the following manner:

PART ONE

The staff and administration are requested to report on the continuing substantial compliance of the institution with the Commission's **Standards of Membership** as they are stated when the report is written. The institution should note any significant changes that may have occurred since the last accreditation review. Additionally, the institution should review the Commission's **Substantive Change Policy** and report any such changes.

PART TWO

The institution must respond to those **Areas of Concern and/or Recommendations** identified in its most recent decennial accreditation evaluation report. The staff of the institution is to comment directly and in detail on action taken concerning each area identified and any plans that exist for future action. We suggest that a grid format should be prepared which clearly states each area of concern and/or recommendation and the action taken or planned for the future in sufficient detail to assure the visiting team and the Commission that progress is being made.

PART THREE

The institution responds specifically and in detail to the recommendations made by the Commission in its one or more letters of notification to the institution since its last decennial visit and as a result of Commission deliberations on the accredited status of the institution. It is not necessary to duplicate the institution's response to those recommendations and concerns dealt with in Part Two. However, the institution should clearly state the location of the response if it appears in Part Two.

SUPPORTING MATERIALS

Copies of the most recent school publications describing the institution and its programs; an organizational chart listing both positions and the names of those in the positions. The institution should feel free to provide any additional supporting material to Parts 1-3 as it sees fit.

COPIES

A copy of both the institution's focused visit report and supporting material should be sent to the chairperson of the visiting team, to all team members, and one copy to the Commission Director no later than 30 calendar days prior to the focused site visit.

COST

A fee will be charged to the institution in anticipation of the focused visit. That fee will be calculated at half the cost of the visited institution's annual Association dues as set for the year of the visit. The fee will be in addition to the dues. Additionally, the institution will be expected to pay the costs of travel, room and board incurred by the visiting team and calculated at rates set by the Association's Board of Trustees. The institution will reimburse team members directly unless prior arrangements with the Commission have been made.

TEAM SIZE

Commission experience shows that a focused visit should be as long as two and one-half days. The team could be as small as three members but could be as large as five depending upon the complexity of the report and the visit. The Commission will consider requests for a larger team only for exceptional reasons.