

## **THE ADMINISTRATIVE REVIEW VISIT**

### **Parameters of Visit**

An administrative review visit takes place when an institution accredited by the AAA under Form B guidelines has been given a maximum term of accreditation by the AAA (five years) but has a regional/government accreditation term that runs for a longer period. An administrative review visit is intended to provide an opportunity for the AAA to interface in a formal way with an institution after five years have passed since its previous full visit, but without expecting the institution to prepare a full report. If the team is satisfied with the progress made during that time, it may recommend to AAA an extension of the five-year term to coincide with the term given by the regional/government accreditation body.

### **Initial Arrangements (and Committee Appointments)**

As with regular accreditation visits, the Executive Secretary of AAA will ensure that by April of the year preceding the visit the institutional president is informed of the visit that will take place the next year and is reminded of the preparation that will need to be made. The chairman of the institutional board, the education director of the relevant division, and the General Conference liaison for that division will also receive copies of the correspondence.

The administrative review team will include the appropriate GC liaison, the division director of education, and an administrator of a peer institution (ideally an individual present at the last full visit). If the chair of the last visit was a peer institutional administrator, that individual (or a suitable replacement) should also be asked to chair the administrative review team and the General Conference liaison will be the secretary. In other cases the General Conference liaison will serve as the team chair and the education director of the division will be the secretary. The appointment of the team will be by the staff of the AAA on the recommendation of the General Conference liaison and division education director.

Once the committee is approved, the division education director will contact the administration of the institution to be visited and, in consultation with other team members, will establish the dates of the visit.

### **Financial Arrangements**

Normally the relevant sending organizations will be responsible for the travel costs of the team members to the college/university campus. The administration of the institution visited will provide local transportation as well as room and board to the members of the committee during the visit.

The division education representative will be responsible for all practical arrangements for the trip.

## **Pre-Visit Expectations**

Not less than three months before the visit, the GC liaison will forward to the members of the committee a copy of the report of the last full evaluation visit and a copy of the Accreditation Handbook. He/she will also confirm the plans for the visit in writing with the institutional president, vice president for academic administration, and board chair. The correspondence will include an invitation to the board chair to meet with the team in person or to speak to them by telephone or video conference call.

In preparation for an administrative review, the institutional administration will prepare a written report that:

1. Reviews the institution's progress in meeting the recommendations of the last full accreditation visit. (The team will expect that substantial progress has been made in meeting all major and other recommendations.)
2. Identifies key changes and developments in the institutional operation since the last full visit that have impacted on the institutional mission. This might include, for example, major changes in key personnel, shifts in institutional strategy, curriculum developments, the financial status of the institution, and the relationship between the institution and its external accrediting body (bodies).
3. Discusses future directions/plans that will impact the mission.
4. Raises other items of institutional concern that the administration wishes to discuss with the visiting team.

This report will be sent to all team members at least one month prior to the visit. After receiving the report, the GC liaison will be responsible for developing a schedule that will include selected meetings with administration, faculty, staff, and students as necessary.

The team will also want to see, at a minimum, the latest *Self-Study* report written by the institution for the AAA, and the *Self-Study* most recently prepared for any government accreditation visit (or equivalent) along with the response from that accreditation team. These should be made available to the team on arrival on campus. The committee may also direct the institution to have other documentation ready for their examination at the time of the visit.

## **The Visit**

In total, the administrative review visit will be one or two days in length and will largely focus on the content of the institutional report.

The team report will respond directly to the report from the institution and the follow-up discussions resulting from that report. It will be written in the same format as regular AAA reports, using commendations and recommendations, and will be signed by all members of the team. Based on their findings, the team will recommend either a continuation of accreditation until the end of the term given by the local accrediting body, up to a maximum extension of an additional five years or that the AAA visit the institution in a year's time with a full team. The next visit after an administrative visit will be a regular full visit.

The administrative review team will give an exit report to the administration at the conclusion of its visit. The board chair will also be invited.

### **Follow-up**

The final report must be forwarded to the Executive Secretary of the AAA within a month of the conclusion of the visit. The institutional president and board chair shall also receive a copy of the recommended report.

The AAA Board will take action on the recommendations of the report at its next scheduled meeting. The institution can consider the report as a working document until that time and its findings should be shared with its institutional board at its next meeting. However, the AAA reserves the right to make changes to the recommendations when a vote is taken by the AAA Board.

The Executive Secretary of the AAA will inform the president of the college/university visited of the final AAA Board action.

### **Summary Time Line**

Appendix B-2 provides a timeline of responsibilities relating to AAA or administrative interim visits.

## **FOCUSED ACCREDITATION VISIT**

### **Parameters of Visit**

Once the AAA Board takes an action regarding the length of an accreditation term, this decision will be upheld. However, in exceptional circumstances, the AAA may decide to visit an institution during an accreditation term to respond to an identified area of concern.

A request for a focused visit may be initiated by the institution's administration, board, or constituency, or by the AAA board itself responding to circumstances observed in the institution.