

TIMELINE for CAPACITY PREPARATORY and EDUCATIONAL EFFECTIVENESS VISITS

INSTITUTION: Kaiser Permanente School of Allied Health Sciences
VISIT TYPE: EER for Candidacy
VISIT START DATE: Monday, September 08, 2014
WASC STAFF LIAISON: Christopher Oberg

We expect that you will communicate throughout the visit process by email and phone, checking in and following up with one another at various points. Please do not consider the target dates to be inflexible.

		TEAM MEMBERS		WASC STAFF		INSTITUTION STAFF	DATES	
	ACTION	Chair	Assistant Chair (AC)	Managers and/or Admin Staff	Vice President or Associate (VP)	Accreditation Liaison Officer (ALO)	OPTIMAL TIMELINE	TARGET DATE
	BEFORE THE VISIT							
1	WASC sends preparation materials to ALO (team roster, timelines, draft schedules, logistics survey, email account information, hosting a visit guide)	-	-	Sends	Receives and reviews	Receives, acknowledges and reviews	12 weeks before visit	June 16, 2014
2	WASC sends preparation materials to team (institutional and logistics information, team roster, timelines, worksheets etc.)	Receives and reviews	Receives and reviews	Sends	-	-	12 weeks before visit	June 16, 2014
3	ALO sends the institution's report electronically to WASC, WASC provides link to team members	Receives and reviews	Receives and reviews	Receives and reviews	Receives and reviews	Sends	12 weeks before visit	June 16, 2014
4	Chair sends first email to team with outline of team assignments and conference call worksheets	Sends	Receives and reviews	-	Receives and reviews	-	8-9 weeks before visit	July 14, 2014
5	WASC contacts the team to set up pre-visit conference call	Provides availability	Provides availability	Arranges call	Provides availability	-	8 weeks before visit	July 14, 2014
6	ALO emails the team and VP with the logistics survey, draft visit schedule, and a list of team room exhibits	Sends and review	Receives and reviews	-	Receives and reviews	Sends	7 weeks before visit	July 21, 2014
7	Team members send conference call worksheets to AC who will compile and distribute before the team call	Receives and reviews	Receives and compiles	-	Receives and reviews	-	5-6 weeks before visit	August 4, 2014
8	Team conference call is held	Leads call	Takes team notes	-	Participates in call	-	5 weeks before visit	August 4, 2014
9	Chair has a call with the CEO (the ALO/ VP/ AC may be included)	Leads call	May participate in call	May arrange call	May participate in call	May participate in call and should provide availability of the CEO	5 weeks before visit	August 4, 2014
10	Chair or AC communicates with ALO as needed to finalize schedule, confirm requested documents, etc.	As needed	As needed	-	As needed	As needed	4 weeks before visit	August 11, 2014
11	Institution sends notice of confidential email account to campus community	Notes receipt of notice	Notes receipt of notice	-	Notes receipt of notice	Sends notice, notifies VP	3 weeks before visit	August 18, 2014

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	DURING THE VISIT							
12	Team holds initial meeting	Leads team	Serves as team member and edits team draft report		Supports team	-	4 pm on the day before the site visit starts	September 7, 2014
13	Team conducts review	Leads team	Serves as team member and edits team draft report		Supports team on first 36 hours of visit or longer as needed	Provides logistical support and consultation	2-3 days as scheduled	September 8-10, 2014
14	Team chair calls VP before exit meeting to discuss team recommendation	Calls VP	-		Receives call	-	Last day of visit	September 10, 2014
	AFTER THE VISIT							
15	WASC sends team chair and assistant chair deadlines for report completion process	Receives and reviews	Receives and reviews	Sends	Receives and reviews	-	1 day after visit	September 11, 2014
16	Assistant chair sends consolidated draft report to team chair and VP	Receives and reviews	Sends	-	Receives and reviews	-	1 week after visit	September 17, 2014
17	Team chair revises as necessary and sends first draft of report to team members and VP for review	Revises and sends	Receives and reviews	-	Receives and reviews	-	2 weeks after visit	September 24, 2014
18	Team members and VP send comments to team chair	Receives and reviews, revises draft as needed	Sends comments; assists chair with report as needed	-	Sends comments	-	3 weeks after visit	October 1, 2014
19	Team members submit expenses to WASC Finance Manager for reimbursement	Sends	Sends	-	-	-	No more than 4 weeks after visit	October 8, 2014
20	Team chair sends revised draft as PDF to institution for correction of errors of fact and redaction of proprietary information. Team chair also sends a copy to WASC	Sends	-	Receives and sends to VP and WASC President	Receives and reviews	Receives and reviews	4 weeks after visit	October 8, 2014
21	Team chair sends confidential recommendation form to WASC (and EE Framework for EER visits)	Sends	-	Receives and sends to VP, WASC President, Commission	Receives and reviews	-	4 weeks after visit	October 8, 2014
22	Institution sends corrections and redactions to team chair and VP	Receives and reviews	-	-	Receives and reviews	Sends	6 weeks after visit	October 22, 2014
23	Chair revises report and sends final version to WASC and team members	Revises and sends	Receives and reviews	Receives and sends to VP, WASC President, Commission	-	-	8 weeks after visit	November 5, 2014
24	WASC sends final team report to institution, and invites CEO to respond	-	-	Sends	Receives and reviews	Receives and reviews	8-9 weeks after visit	November 5, 2014
25	CEO may respond in writing to the final team report; if so sends response to WASC	-	-	Receives and sends to VP, WASC President, Team Chair, Commission	-	Prompts CEO to send response if necessary	2 weeks after receiving report/ 4 weeks before Commission meets (confirm with WASC staff)	November 19, 2014

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26	Commission reviews and takes action (Note: institutions are reviewed on the Wednesday or Thursday before this date)	Participates by conference call	Participates in call if the chair is unavailable	Attends Commission Meeting	Attends Commission Meeting	May participate in review (CEO is asked to participate by phone or in person and may invite other institutional representatives)	Institutions are reviewed during two days prior to target date, Commission meets on target date	February 20, 2015
27	WASC sends action letter to the institution CEO, ALO, board chair and team members. Action letter and team report are published on WASC website.	Receives and reviews	Receives and reviews	Sends	-	CEO and ALO receive and review	2-3 weeks after Commission meeting	March 6, 2015
28	ALO distributes action letter and informs community of next steps	-	-	-	-	Distributes	Within 30 days after receiving action letter	April 5, 2015
29	Financial reconciliation	-	-	-	-	Receives bill for visit expenses from WASC Finance Manager and arranges payment	60 days after the visit	November 10, 2014