**Middle States Association of Colleges and Schools**

**Commissions on Elementary and Secondary Schools**

Phone: 267-284-5000 | www.msa-cess.org

**TEAM VISIT**

**ORIENTATION AND TRAINING AGENDA**

1. Welcoming Remarks
2. Introductions
3. Overview of the Self-Study Protocol
4. Purposes and Expected Outcomes of the Team Visit
5. Role of the Visiting Team Member
6. Results of the Pre-Visit
7. Logistics for the Visit
8. The Schedule and Procedures
   1. The Team Visit Schedule
   2. Interview Techniques and Interview Questions
   3. Writing Assignments
   4. Writing the Report
9. Review of the Content of the Plan
10. Analysis of the Mission
11. Analysis of the Beliefs
12. Analysis of the Profile of Graduates
13. Familiarization with the Student Performance Objectives
14. Familiarization with Organizational Capacity Objectives
15. Review of the Self-Assessment of Standards for Accreditation
    1. Organize for the First Day