

INSTITUTION: University of Hawaii Maui College
REVIEW TYPE: Offsite Review (OSR)
REVIEW DATE: Thursday, May 02, 2013
WASC STAFF LIAISON: Maureen Maloney

We expect that you will communicate throughout the review 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 OSR								
1	ALO sends the institution's report to each team member and to WASC Office.	Receives and reviews	Receives and reviews	Receives and reviews	Receives and reviews	Sends	10 weeks before OSR	Thu, February 21, 2013
2	WASC sends preparation materials to ALO.	-	-	Sends	Receives and reviews	Receives, acknowledges and reviews	10 weeks before OSR	Thu, February 21, 2013
3	WASC sends preparation materials to team.	Receives and reviews	Receives and reviews	Sends	Receives and reviews	-	10 weeks before OSR	Thu, February 21, 2013
4	Chair consults with assistant chair and VP about assignments.	Initiates	Consults	-	Consults	-	8 weeks before OSR	Thu, March 07, 2013
5	Chair sends first email team with outline of team assignments and OSR team worksheet.	Sends	Receives and reviews	-	Receives and reviews	-	8 weeks before OSR	Thu, March 07, 2013
6	Team members send OSR worksheets to AC who compiles and distributes before the team conference call or OSR meeting, as decided by team chair, AC, and VP.	Receives	Receives, compiles, and sends	-	Receives	-	5 weeks before OSR	Thu, March 28, 2013
7	Team conducts conference call, if decided by team chair, assistant chair, and VP.	Leads call	Supports call	May arrange call	Participates in call	-	4 weeks before OSR	Thu, April 04, 2013
8	Chair communicates with VP as needed to finalize schedule, confirm requested documents, etc.	As needed	As needed	-	As needed	-	4 weeks before OSR	Thu, April 04, 2013
9	Chair has a call with the CEO (the ALO/ VP/ AC may be included).	Leads call	May participate in call	-	May participate in call	May participate in call	3 weeks before OSR	Thu, April 11, 2013

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ACTION		Chair	Assistant Chair (AC)	Managers and/or Admin Staff	Vice President or Associate (VP)	Accreditation Liaison Officer (ALO)	OPTIMAL TIMELINE	TARGET DATE
DURING THE OSR								
12	Team holds initial meeting.	Leads team	Serves as team member	-	Supports team	-	Evening before the day of the OSR	Wed, May 01, 2013
13	Team conducts OSR.	Leads team	Serves as team member and edits team draft report	-	Supports team	-	Full day of OSR	Thu, May 02, 2013
14	Team prepares Summary of Findings and members begin to draft assigned sections of preliminary report.	Leads team	Serves as team member and edits team draft report	-	Supports team	-	Day of OSR	Thu, May 02, 2013
AFTER THE OSR								
15	Team members submit expenses to WASC Finance Manager for reimbursement.	Sends	Sends	Finance Manager receives	-	-	No more than 4 weeks after OSR	Thu, May 30, 2013
16	Team members complete assigned sections of preliminary report and send to assistant chair.	Receives and reviews	Receives and reviews	Sends	Receives and reviews	-	1 day after OSR	Fri, May 03, 2013
17	Assistant chair sends institutional section of Summary of Findings to team members, VP and WASC manager.	Receives and reviews	Sends	Receives	Receives	-	1 week after OSR	Thu, May 09, 2013
18	WASC manager sends institutional section of Summary of Findings to institution with due date for response.	-	-	Sends	-	Receives	1 week after OSR	Thu, May 09, 2013
19	Assistant chair sends team section of Summary of Findings to team members and VP.	Sends	Sends	-	-	-	1 week after OSR	Thu, May 09, 2013
20	Team chair revises preliminary report as necessary and sends to team members and VP for review.	Revises and sends	Receives and reviews	-	Receives and reviews	-	2 weeks after OSR	Thu, May 16, 2013
21	Team members and VP send comments on preliminary report to team chair.	Receives and reviews, revises draft as needed	Sends comments; assists chair with report as needed	-	Sends comments	-	3 weeks after OSR	Thu, May 23, 2013

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	ACTION	Chair	Assistant Chair (AC)	Managers and/or Admin Staff	Vice President or Associate (VP)	Accreditation Liaison Officer (ALO)	OPTIMAL TIMELINE	TARGET DATE
22	Assistant chair compiles team member section of preliminary report and sends compiled preliminary report to team chair and VP.	Receives and reviews	Sends	-	Receives and reviews	-	4 weeks after OSR	Thu, May 30, 2013
23	Team chair revises preliminary report as necessary and sends final draft of preliminary report to team members and VP for use during Accreditation Visit.	Sends	Receives	Receives and files	Receives and reviews	-	4 weeks after OSR	Thu, May 30, 2013
24	Institution submits response to Summary of Findings to WASC manager, who then provides copies to the team.	Receives and reviews	Receives and reviews	Receives and files	Receives and reviews	Sends on behalf of CEO	10-12 weeks before Accreditation Visit	DATE OF AV