

Middle States Evaluation Team Site Visit Dates, Schedule. Purpose and Description

Team Visit Dates & Schedule

The **virtual** Middle States Evaluation Team Site Visit will occur between Sunday, March 20th and Wednesday, March 23rd. Most meetings will occur on Monday and Tuesday. The schedule will be posted here once it is confirmed by the visiting team.

Meeting Protocols

Overall approach:

- Treat visitors with respect, patience, and collegiality.
- For technical issues, please call (TBA).
- Have your full name displayed and turn your camera on.

Purpose and Description of Visit

The purpose of the visit is to determine LaGuardia's compliance with the Middle States Standards and Requirements of Affiliation. It is a high-stakes event that represents the culmination of our three-year Self-Study.

The following important information is edited from the [Middle States website](#):

The visit usually begins on a Sunday afternoon and concludes with the exit report given by the Team Chair to the institutional community midday on the following Wednesday.

The visit begins with an initial team meeting, the host's 'Get-Acquainted' program, and the first working session of the team.

The principal activities for the two days which follow include interviews with groups and individuals on campus and scheduled daily evaluation team meetings. It is not unusual for the team chair to request adjustments to the schedule while onsite. All efforts should be made to accommodate the team's meeting request changes. It is also common that the team will request additional documentation while onsite.

At least six weeks prior to the On-Site Evaluation Visit, the institution must upload all self-study materials to the MSCHE portal. Peer evaluators will begin studying these documents as soon as they are accessible. If additional documents are requested, they would be uploaded to the Evidence Inventory in the MSCHE portal.

During the visit, the team assesses the institution in the context of the Self-Study Report. **Team members meet with faculty, students, staff, administrators, trustees, and other members of the campus community to confirm and clarify the information provided in the Report and to gather additional perspectives, and in some cases, additional information that was not available to them prior to the visit.**

The team examines the documentation and what they've learned from meetings and discussions, and then spends the latter part of the visit assembling its findings into a Team Report. On the final day of the visit, the Team Chair will provide an oral exit report sharing the following findings:

- For each standard, the chair will indicate whether or not, in the judgment of the team, the institution appears to meet the standard.
- The team may also offer recommendations for improvement or requirements if non-compliance is indicated.
- The Team Report may also identify an institution's significant accomplishments, progress, or exemplary or innovative practices for each standard.

The institution will receive a written draft of the Team Report within 14 calendar days of the On-Site Evaluation Visit. At that point, the institution may correct errors of fact.