

# Middle States Commission on Higher Education

## Exit Briefing for Team Chairs

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Before reading the findings, the Team Chair should remind the audience of the following:

- Introduce and thank the team members to those who come to the exit briefly.
- Thank the institution (if not written into the report, add it here).
- It is Commission protocol that the Team review our findings with you and then depart, without entertaining any questions about our findings. Please know that we have appreciated our time with all of you, but we will need to honor Commission protocol and depart without any type of Q&A session.
- This exit briefing should not be recorded, and members of the public or media should not be present during this briefing. (If multi-campus, you could add here that while the exit briefing is being teleconferenced with other sites, it should not be recorded at any site.)
- Following the Team's departure, the institution will have an opportunity to correct errors of fact as well as submit an institutional response to the findings. The institutional response, along with all information contained within the report, is reviewed first by the Committee on Follow-Up and then by the full Commission.