

Middle States Commission on Higher Education

Preparing for the On-Site Evaluation Visit checklist

Immediately following acceptance of team chair invitation	Reach out to institution's president to set dates for Chair's Preliminary Visit and On-Site Evaluation Visit Participate in MSCHE training
Prior to Chair's Preliminary Visit	Develop the schedule for the Chair's Preliminary Visit with the institution Schedule travel Review draft of Self-Study Report at least 2 weeks prior to Chair's Preliminary Visit
4-6 months prior to On-Site Evaluation Visit	Conduct Chair's Preliminary Visit Contact Commission staff liaison (VP) regarding any serious issues or concerns identified during visit Submit expense form through portal
Upon receipt of proposed team roster from MSCHE	Review team roster with institution's president Notify Commission of conflicts of interest, if any, and request new team members Confirm roster in portal Send welcome e-mail or memo to team members
6 weeks prior to On-Site Evaluation Visit	Access Self-Study Report and Evidence through the secure MSCHE portal Assign Standards to team members and communicate expectations and guidance for drafting sections of the team report. Coordinate team members' requests for interviews during visit; compile and send to institution for the development of a draft schedule Coordinate team members' requests for additional evidence to review prior to or during the visit; compile and send to institution
Dates of On-Site Evaluation Visit	Conduct team visit