**Sample Welcome Letter from a Team Chair**

Dear Colleagues:

I am pleased to welcome you to the visiting team for the ABC University’s On-Site Evaluation Visit for MSCHE reaffirmation.  The purpose of this letter is to start preparing for the visit in [month].  We will schedule at least two conference calls to follow up on this letter to discuss how we will proceed and to answer any questions. I will share my initial impressions from my Chair’s Preliminary Visit to the campus in [month].

Schedule:  The first order of business is to confirm the schedule and to make arrangements to get you to the University and back home.  The visit is scheduled from Sunday, [date] to Wednesday, [date]. I’d like to have our first team meeting prior to attending the welcome/get-acquainted event that Sunday evening. Please let me know ASAP if you can arrive by 3pm on Sunday, [date]. You may plan to leave no sooner than noon on Wednesday so that we can all attend the oral exit report to the campus scheduled for Wednesday morning.

Travel Arrangements:  [Name] from the Office of the University’s President will contact you about travel arrangements, accommodations, and any dietary restrictions.

Roster: You can access our team roster via the secure MSCHE portal. We're a good group with the right expertise and knowledge to cover the topics and issues that will be before us. There's also a nice mix of experienced evaluators and rookies.

Self-Study:  The Steering Committee at the University is putting the final touches on the Self-Study Report and Evidence Inventory.  They will make it available approximately 6 weeks before the visit, i.e. on or about [date].  You will naturally focus on the sections that align with your assignments (see the table below), but please review the entire document.

Assignments:  I have taken the liberty of making the assignments shown in the table below.  I made these assignments based on the information provided about you in your Evaluator Data Forms. The "1" in the table means you have primary responsibility for the standard; a "2" means you're in the secondary role.  The significance of this is that the primary evaluator will have the major writing responsibility and, if relevant meetings create conflicts, it will be the primary’s schedule that will take priority.  In addition to using your expertise appropriately, I tried to pair rookies with veterans. We will discuss these assignments on our phone call, but don't hesitate to email me sooner if you have an issue.

Additional Documents: If after reading the Self-Study Report you would like to ask for documentation not made available in the Evidence Inventory, please send me a list of the documents you would like to see. I will compile the lists from all team members and convey the request to the University. Please do not communicate directly with anyone at the University to request documents.

Welcome again to the Team.  I look forward to working with you.

**Sample** chart of team member primary and secondary assignments

**Standards**

1. Mission and Goals
2. Ethics and Integrity
3. Design and Delivery of the Student Learning Experience
4. Support of the Student Experience
5. Educational Effectiveness Assessment
6. Planning, Resources, and Institutional Improvement
7. Governance, Leadership, and Administration

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| --- | --- | --- |
|  |  | **Standards**🟑 |
| **Name**  | **Expertise** | **I** | **II** | **III** | **IV** | **V** | **VI** | **VII** |
| Chair  |  | 1 |  |  |  |  |  | 2 |
| Team Member 2 | Faculty  |  |  | 1 |  | 2 |  |  |
| Team Member 3 | Assessment |  |  | 2 |  | 1 |  |  |
| Team Member 4 | Student Affairs |  | 2 |  | 1 |  |  |  |
| Team Member 5 | Distance Education  |  | 1 |  |  |  | 2 |  |
| Team Member 6 | Finance | 2 |  |  |  |  | 1 |  |
| Team Member 7 | Other  |  |  |  | 2 |  |  | 1 |

🟑1 indicates primary reader, 2 indicates secondary reader