III.6 Site visit exit briefing

Site visits conclude with an exit briefing that is an explanation of the panel's findings and preliminary conclusions, combined with the formalities of a courteous departure. The briefing is held with the Program Head, appropriate institutional representatives (e.g., CAO, CEO), and all panel members. The Program Head and the ERP Chair agree on which university administrators will attend this meeting. Other personnel, such as faculty, may attend if the ERP Chair and the Program Head deem it appropriate. The ERP Chair leads the exit briefing, but may ask panel members to address an issue within their area of expertise.

Offers an opportunity for institutional representatives to ask questions;
Allows the ERP and institutional representatives to enjoy a collegial conclusion of the visit.

The exit briefing is not, however:
A time for panel members and the Program Head or other institutional representative to argue or to raise objections to the panel's tentative conclusions;
An occasion for the panel, Program Head, and administrators to "discover" important information about the program or panel's findings.

III.6.2 Content of the exit briefing

The panel meets before the exit briefing to determine content and identify specific topics to address. The ERP Chair should then meet with the Program Head to alert him or her to the areas that will be covered in the exit briefing, particularly regarding any concerns of the panel.

The ERP Chair needs to be careful to signal any possible problems or areas of concern and not gloss over them simply to offer temporary harmony during the exit briefing. The ERP Chair and panel should not give the impression in this meeting that no problems were found and then identify important problems or concerns in the panel's written report.

The exit briefing should include the following, in this suggested order:
1. Brief thanks to the head of the program, faculty, institutional representatives, and all those who met with the panel;
2. Description of the purpose of the exit briefing, emphasizing that this is a summary of the panel's preliminary findings and tentative conc 12.02 0 Td (i)-2 54 (o pr)3 l/ Fnar makes the final accreditation decision;
4. Summary of program strengths;
5. Discussion of areas of concern as preliminarily identified by the panel. Reiterate that

6. Review of program strengths and areas for improvement. Emphthat these are observations to provide a sense of the visiting panel's impressions, but are neither final nor comprehensive.
7. Summary of what will happen after the panel leaves:
    a. The ERP Chair will send a draft of the ERP Report to the program and the Office for Accreditation;
    b. The program may then respond with corrections to factual errors in the draft ERP Report;
    c. The ERP Chair will submit the final ERP Report to the program and to the COA via the Office for Accreditation;
    d. The program has the option of submitting a written response to the ERP and COA Chair the COA;
    e. The Program Head and ERP Chair will meet with COA at the next ALA conference to answer the Committee's questions;
    f. The COA will make the accreditation decision.