

## **II.11 Meeting with the Committee on Accreditation to close the comprehensive review**

At the conclusion of the comprehensive review and prior to making an accreditation decision, the COA meets with the Program Head and the ERP Chair to close the review. The meeting lasts approximately 45 minutes and is held at the ALA Midwinter Meeting or Annual Conference directly following the site visit. The meeting is closed to facilitate candid discussion.

Prior to meeting with the Program Head and ERP Chair, the COA prepares questions related to the program's compliance with the Standards for Accreditation. The questions are based on the Self-Study document, the ERP Report, the program's optional response to the ERP Report, and all interim reports since the previous accreditation decision. No new materials (print or electronic) are accepted or considered by COA at the meeting or **within 30 days** of the meeting.

Purpose of the meeting:

- To provide the opportunity to the Program Head to update the COA on program developments since the site visit or clarify information in the Self-Study or the program's response to the ERP Report;
- To provide the opportunity to the ERP Chair to clarify information in the ERP Report;
- To provide the opportunity for the Program Head to respond to questions from COA members that result from their examination of the comprehensive review documentation and reports leading up to the review. The purpose of the questioning is to confirm compliance with the Standards.

Attendees of the meeting:

- The Committee on Accreditation. Any COA member having a conflict of interest with the program is not present for the meeting, deliberations, or voting;
- The Program Head; other representatives of the program or institution may also attend at the discretion of the Program Head;
- The ERP Chair or other designated member of the ERP;
- Office for Accreditation staff.

Order of the meeting:

- Introductions of meeting attendees, facilitated by the chair of the COA;
- Opening remarks by the Program Head (optional, 10 minutes maximum). The Program Head may speak from electronic or printed notes, but may not make a presentation (no Powerpoint presentations, etc.) or distribute handouts;
- Questions from COA members to the Program Head or ERP Chair relating to specific documentation and its relationship to the Standards;
- Closing remarks by the Program Head (optional, 2 minutes maximum);\*
- Closing remarks by the chair of the COA.

After the Program Head and ERP Chair leave the room at the conclusion of the meeting, the COA deliberates before making an accreditation decision. The COA communicates its accreditation decision in a letter to the Program Head, with copies to the dean of the school or college and to the CEO of the institution.

*\*Effective beginning with reviews with visits in spring 2017 for meeting with COA at the 2017 Annual Conference.*

*Revised April 21, 2017*