

## ERP Chair's Responsibilities

COA appoints the Chair of the ERP approximately eighteen (18) months before the scheduled visit. This Chair's responsibilities include the following:

- Consulting with the Dean of the program to facilitate the development of an effective Program Presentation.
- Making local transportation arrangements for the ERP.
- Designating specific assignments to all ERP members.
- Consulting with the Dean to ensure advance notice to students, faculty, and other interested parties of the panel's visit and arranging information sessions on accreditation.
- Arranging access to appropriate on-site documents and computing facilities and avoiding social activities with the Dean, students, faculty, and other interested parties during the on-site visit.
- Coordinating communication among ERP members during the periods before, during, and after the on-site visit.
- Scheduling and conducting a planning conference call of the panel on or before the first evening of the visit. This conference call includes off-site members to allow the full panel to discuss issues related to the visit. Additional conference calls may be scheduled as needed during and after the on-site visit.
- Planning the on-site schedule. Particular attention should be paid to ensuring that all full-time faculty members are interviewed by at least one (1) panel member and that students have ample opportunity to express their views, in confidence, to the panel members.
- Planning and conducting the exit briefing with representatives of the program and the institution.
- Consulting with the Director of the Office for Accreditation should any serious problem arise.
- Ensuring that professional decorum is maintained throughout the visit.
- Coordinating the development of the ERP report.
- Submitting the ERP report to the school and the Office for Accreditation by the stated deadlines.
- Attending the COA meeting wherein the Committee makes the accreditation decision to represent the panel and respond to COA questions.

From *Accreditation Process, Policies and Procedures, 2<sup>nd</sup>. Edition* (AP3)