

## Inspire Accreditation Team Training #1- Tasks & Preparation

### Welcome & Benefits of Serving on a Visiting Team

- We first want to thank you for your willingness to serve on a visiting team. Christian schools bear the Lord's name, excellent in all the earth (Psalm 8:9), and accreditation encourages them to be worthy of that name in all that they do.
- You also get benefits by serving on a visiting team:
  - You will experience professional growth as you invest your time and talent.
  - You will be granted CEUs for your service
  - You can network and connect with other Christian school educators.
  - You get the opportunity to participate in a process that invigorates and inspires a school and its people to move beyond compliance to increased effectiveness.

### Segment 1: Supporting the Self-study Process

- You will serve as part of a team that will verify that the self-study accurately reflects the school's program, as well as their strengths and areas for improvement.
- The self-study contains data, documents, and evidence that you will review for your assigned areas to verify the school meets ACSI accreditation standards.
  - As part of the team, you will also examine the school's goals for addressing its own identified areas for growth and will collaborate with the school around those goals.
  - Your review, along with the school's goals, will help inform the development of high quality, insightful statements of commendation and recommendation for each standard, as well as Major Commendations and Accreditation Action Items.
  - After the visit, the team will provide a written report and a recommendation of the school's accreditation status to the divisional commission.
- Another important purpose of the team visit is to be an encouragement to fellow Christian educators. By serving on a visiting team, you get to take part in this significant work.

### Segment 2: Expectations for a Team Member

The following are expectations for team members:

- **Experience:** Team members must be current or former Christian school educators.
- **Time Commitment:** You will need to be away from work, school, and family commitments for three to four days plus evening work sessions. During a visit, team members will need to be fully present in order to focus on serving the school.
- **Unbiased Consideration:** During your time visiting the school you will need to make unbiased observations and conclusions based upon evidence, documentation, observations, interviews, and other data. You should not compare them to other Christian schools.
- **Professionalism and Confidentiality:** All team members must sign a Values and Ethics statement prior to serving on a team. Team members serve as volunteer representatives of ACSI and as such, must agree to abide by ACSI accreditation values and ethics.
- **Analysis:** Team members will need to analyze the school's self-study and prepare a visiting team report based on that analysis.
- **Biblical Worldview:** Most importantly, the team will count on you to have a servant's heart and a biblical worldview.

Note: Team members will need to verify completion of this training prior to serving on the team.

### Segment 3: Preparing for the Team Visit

To prepare for the team visit you will want to do the following:

- Become Familiar with Changes in the New *Inspire* Protocol: The Inspire protocol focuses on effectiveness, whereas, previous rubrics sought to evaluate compliance.
- Communicate with your team's chair: The team chair may ask about your areas of expertise (or the chair may review your team member application or current role in your school to determine your areas of expertise) and will assign you an area of responsibility for reviewing the report.
- Participate in a Virtual Team Meeting: This meeting will be scheduled and facilitated by the team chair and will take place prior to arrival on campus.
- Review School's Self-Study Report: You will receive a copy of the school's self-study approximately six weeks prior to the team visit. This self-study will contain:
  - The school's assessment of standards and indicators;
  - Strengths, areas for improvement, and a reflection for each Domain; and
  - The school's prioritized goals for improvement.

Once you receive the school's self-study, you will want to:

- Read it in its entirety, then read again those areas that have been assigned to you.
- You will review evidence from your assigned Domain and, based upon that, complete an initial rating of indicators (ACSI provides a team indicator rating spreadsheet as a tool to use for this process). The following numbers will be used:

**4=highly effective**

**3= effective**

**2= somewhat effective**

**1=ineffective**

- You will also want to begin formulating questions or taking notes on those areas for which you may need additional information or observations.
- Mid-way through the visit, the team will reassess their initial indicator markings to come to a consensus regarding indicator ratings.

### Begin Drafting Team Report:

Prewriting certain elements of the team report is key to a successful visit.

- As you pre-read the school's report, you will be able to begin identifying areas of strength as well as areas of needed improvement. These can be drafted into commendations or recommendations as appropriate. Once on campus, you can then validate the report with observations and add to or edit your pre-written sections as needed.
- The visiting team will use a shared drive to collaboratively draft and edit their report and evaluate indicator ratings. This will allow the team to draft their initial responses, edit the report throughout the visit, and review other team members' sections. After final review, written responses can be entered into the final format of the team report.

### Segment 4 Closing:

To summarize this training module, you will participate in several activities prior to the team visit in preparation such as :

- **Reviewing** the school's self-study,
- **Meeting** with the visiting team virtually, AND
- **Drafting** sections of the team report.

Your participation as a member of the Visiting team requires a commitment of your time, but through this commitment you will have the opportunity to support and encourage fellow Christian educators.