

New Member Orientation

**Professional Services Division
June 6 & 7, 2007**

Overview of this Report

This report provides an update on work underway on the New COA Member Orientation activities.

Staff Recommendation

This is an information item.

Background

In February, COA members participated in an activity that provided information about what they wish they had known when they became COA members. The information gathered in the activity is summarized in the table on the next page.

Staff is planning a variety of activities to provide information to new members in a day of orientation prior to the August meeting. The day's objectives would be built around the identified input from current COA members noted on the next page. Activities would include simulations, Power Point presentations and more.

The current plan is that there would be a new member orientation for the new COA members—although any COA member is welcome to attend—scheduled for the day prior to the August COA meeting.

COA BRAINSTORMING FOR NEW MEMBER TRAINING

What I wish someone had told me	What I'd like for new members to know	Ideas for how we might teach this to them? Examples: reading, Power Point presentation, discussion, on-line information, etc.
<p>More explanation of tasks</p> <p>More details of process</p> <p>Better understanding of individual agendas</p> <p>How to manage the papers</p> <p>A list of acronyms</p> <p>Logistics: Travel forms, expenses, etc.</p> <p>In-depth info re: merged visits</p> <p>Info presented in “smaller chunks”—modules</p> <p>Need more background info leading to particular decision</p> <p>All questions are important</p> <p>Interaction of new members should be encouraged.</p>	<p>Protocol for meetings, norms*</p> <p>Role of COA*</p> <p>Understanding of accreditation process</p> <p>Relationship of COA to Commission</p> <p>Importance of membership</p> <p>Why K-12 is on COA</p> <p>Role of Staff*</p> <p>Organizational structure including Board of Education, etc.</p> <p>The difficulty of making decisions (e.g. the interpersonal feelings)</p> <p>Asking questions is important—nothing is dumb</p> <p>Learn about campus on-site preparation for a site visit</p> <p>Historical info re: reviews from beginning & current</p> <p>Panel of team leaders present to COA info re: the visit, report writing</p>	<p>Mock DVD of an actual or observed meeting (only accreditation)*</p> <p>Pre-orientation before meeting but it depends on if they already know about it ex. Informed IHE</p> <p>One-on-one orientation</p> <p>Reading on accreditation</p> <p>Attend BIR training</p> <p>Attend a review</p> <p>Participate in/shadow an actual visit</p> <p>Phone conversation</p> <p>Buddy System K-12 partner with IHE Assign a mentor (more than buddy) (not re: voting items)esp. Debriefing after meeting</p> <p>Debrief of 1st meeting*</p> <p>Orientation on differentiation for IHE & K-12</p>

* indicates that idea was mentioned by another group