

Responsibilities of MEAC Accreditation Review Committee (ARC) Members

Initial Accreditation or Reaccreditation Review

1. **Training:** All ARC members receive training in applying MEAC Standards for Accreditation and the accreditation process. Training involves self-study and one-on-one work with MEAC's Director of Accreditation. Initial training takes about eight hours (most of which is self-study). Refresher training takes two to three hours.
2. **Self-Evaluation Report (SER):** The ARC's role begins shortly after an applicant school submits a comprehensive SER and related documentation. In the SER, the applicant is asked to demonstrate compliance with approximately 80 MEAC benchmarks. ARC members conduct a detailed review of the applicant's response for each benchmark. This review takes between ten and twenty hours to complete, depending on the size, complexity of the submission, and the ARC member's level of experience.
3. **Material & Information Request (MIR):** After reviewing the SER, ARC members determine whether additional information is needed before a site visit can be conducted. In collaboration with MEAC's Director of Accreditation, the ARC members construct an MIR. The MIR is sent to the applicant, who has six weeks to respond. ARC members then review the applicant's response to the MIR. This review generally takes two to eight hours, depending on the size and complexity of the submission.
4. **Site Visit:** The ARC conducts a three-day site visit to verify the information provided in the SER and MIR. In addition to the three days on-site, there are two travel days to and from the site. Travel and lodging expenses for site visits are scheduled and paid by MEAC and include three daily meals.

Sample schedule:

- **Monday:** ARC members travel to the site.
 - **Tuesday-Wednesday:** Six to eight hours on site, plus working meetings in the evening if necessary.
 - **Thursday:** Half day on site.
 - **Friday:** ARC members travel home.
5. **ARC Report:** Following the site visit, the ARC drafts a report of its findings. This draft report is sent to the applicant for review. The applicant has eight weeks to respond to the draft ARC Report. After MEAC receives the applicant's response, ARC members review the response and write a final ARC Report. The final ARC Report is sent to the Director of Accreditation and then to the MEAC Board of Directors, which makes all final decisions regarding accreditation.

6. **ARC Calls:** Throughout the review process, from SER to MIR to site visits to the final ARC Report, ARC members, along with MEAC's Director of Accreditation, hold a series of conference calls to discuss their findings and prepare recommendations for the MEAC Board of Directors. ARC members may spend up to five hours engaged in these calls.
7. **MEAC Board Meeting:** The Board of Directors may request that ARC members attend, via teleconference, part of the Board meeting at which an accreditation decision is being made. ARC may be asked to provide background and answer questions.

General:

- Serving as an ARC member for an initial accreditation or reaccreditation process requires approximately 70 hours of volunteer work over 1-1.5 years.
- ARC members must adhere to the ethics policy of MEAC, which includes revealing any potential conflicts of interest and maintaining confidentiality.
- Participating in the accreditation process requires a commitment of time as well as objectivity, accuracy, attention to detail, timeliness, and communication.
- **If you are interested in learning more about this opportunity, please contact caroline@meacschools.org or fill out this [Google Form](#).**