ON-SITE REVIEW
PROCESS

The On-Site Review is a fairly rigorous and intense process, and preparation for it will require the time and effort of many people on your campus. However, it is the hope of the Mississippi Community College Board (MCCB) that college personnel will view the on-site review process as an opportunity to assess and improve overall access to education at their institution. Each On-Site Review will be conducted in a professional, non-threatening, and constructive manner.

To complete the on-site visit, the on-site review team will require:

- A suitable workspace at the college for the term of the audit;
- Access to a computer with internet access;
- Access to a photocopier;
- Access to facilities, relevant documents, students, and appropriate college personnel

What items will the on-site review team need?

To complete the on-site review, the team will require access to a number of documents and materials such as a campus map, the college catalog, sample promotional materials, policy manuals, internal reports, etc. The on-site review will be completed far more efficiently if these documents are collected for the team and presented in an organized and easily accessible format. This will allow the team to conduct its review with a minimum disruption to your staff. A full list of evidentiary documentation required for the on-site review will be provided in advance.

Who will need to assist the on-site review team and for how long?

An On-Site Review Schedule will be provided to you prior to the team’s arrival at your college. A representative of the college should be available to greet the team upon arrival, orient the team to the campus, and direct team members to their designated workspace.

The On-Site Review Team will consist of six sub-teams. Each sub-team will have its own area of responsibility and will work independently in those areas. The six sub-teams are:

- Administration/Admissions/Recruiting
- Financial Aid/Work-Study
- Counseling/Disability Services
- Athletics/Housing
- HR/Personnel/Job Placement/Cooperative Education/Apprenticeships
- Facilities

Depending upon the size of the institution to be evaluated, the On-Site Review will take from 2-5 days to complete. The schedule of activities for the visit will include:

- Review of required evidentiary documentation. Institutions will be provided with a list of required evidentiary documentation in advance of the On-Site Review. A few items will be required to be submitted prior to the visit, but most evidentiary documents will be reviewed upon arrival. In order to minimize disruption of regular college activities, it is requested that the institution provide its required documentation in a resource room setting, with all items clearly labeled for ease of access. No college staff will be utilized during the document review process, although a contact person should be identified and available to locate any additional requested documentation.

- Small group interviews of faculty and staff. The college should provide those personnel requested on the interview schedule (which will be issued in advance), as well as private areas to conduct the various interviews.
• **Small group interviews of students.** The college should provide those students listed in the interview schedule (which will be issued in advance), as well as private spaces to conduct the various interviews.

• **Walk-through review of facilities for accessibility compliance.** A map of the college, along with a list of facilities, the programs they house, and the date of construction and last renovation will be required at least one week prior to the visit. To benefit the College’s understanding of the facilities review process, it is *recommended* that an employee involved with facilities management or maintenance accompany the review team on the facilities inspection, but it is not *required* that they do so. The precise schedule for the facilities review will be determined by the physical size of the campus.

• **Exit interview.** At the completion of the on-site review, the Team will be conduct an exit interview with College personnel (to be determined by the college) to discuss and clarify observations made during the course of the review, to answer questions, and to inform the College of additional information needs, when necessary. No formal findings will be issued during the exit interview.

The On-Site Review Team will have private working lunches both days. No college staff will be utilized during the lunch period.

Throughout the course of the review process, reviewers may question random staff and/or students who are not official participants in the review process.

**What happens next?**

Within 30 days of the On-Site Review, MCCB will submit a Letter of Findings (LOF) to the reviewed institution. This LOF will outline findings, required actions, and recommendations.

Within 60 Days from the LOF date, the reviewed institution is required to submit to MCCB a Voluntary Compliance Plan (VCP), which addresses LOF items requiring corrective action (required) and areas of concern (recommended). MCCB will work with the institution to develop a plan which meets OCR approval.

Within 90 days of the LOF date, MCCB will approve the Voluntary Compliance Plan from the reviewed institution.

Within 9 months from the approval of the VCP, MCCB will conduct a follow-up visit to evaluate progress on any required corrective actions.

The results of the on-site reviews, LOFs, VCPs and follow-up visits will be compiled by MCCB and submitted to the federal Office for Civil Rights on a biennial basis.