

II.11 Meeting with the Committee on Accreditation to close the comprehensive review

At the conclusion of the comprehensive review and prior to making an accreditation decision, the COA meets with the Program Head and the ERP Chair to close the review. The meeting lasts approximately 45 minutes and is held at the ALA Midwinter Meeting or Annual Conference directly following the site visit. The meeting is closed to facilitate candid discussion.

Prior to meeting with the Program Head and ERP Chair, the COA prepares questions related to the program's compliance with the Standards for Accreditation. The questions are based on the Self-Study document, the ERP Report, the program's optional response to the ERP Report, and all interim reports since the previous accreditation decision. No new materials (print or electronic) are accepted or considered by COA at the meeting or **within 30 days** of the meeting.

Purpose of the meeting:

- To provide the opportunity to the Program Head to update the COA on program developments since the site visit or clarify information in the Self-Study or the program's response to the ERP Report;
- To provide the opportunity to the ERP Chair to clarify information in the ERP Report;
- To provide the opportunity for the Program Head to respond to questions from COA members that result from their examination of the comprehensive review documentation and reports leading up to the review. The purpose of the questioning is to confirm compliance with the Standards.

Attendees of the meeting:

- The Committee on Accreditation. Any COA member having a conflict of interest with the program is not present for the meeting, deliberations, or voting;
- The Program Head; other representatives of the program or institution may also attend at the discretion of the Program Head;
- The ERP Chair or other designated member of the ERP;
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