



Western Catholic Educational Association  
Catholic Schools Accrediting Commission

# E3 MEETING PROCESS FORM

Purpose: Recording all meetings convened to work on E3

**Date of Meeting:**

**Time of Meeting:**

**Type of Meeting:** Check one . . .

Leadership Team  
Integral Group

Home Group  
Other Group

Identify name of specific group, if necessary:

**Purpose of Meeting:** [select all that apply]

- Direct the accreditation process
- Receive training in the accreditation process
- Clarify school's purpose (mission/philosophy/Integral Student Outcomes)
- Discern and report school progress from last accreditation visit
- Construct the Data Library (i.e., gathering school demographic data, the data of student achievement, survey data from major constituent groups in the school community, and data regarding school operations)
- Discuss and evaluate data in light of the educational standards of *E3*, of Integral Student Outcomes, and of other pertinent criteria (e.g., course content standards)
- Summarize findings (i.e., whether and to what extent the school meets/realizes the standards of *E3*, Integral Student Outcomes, and other pertinent criteria)
- Identify key strengths and key areas for growth
- Discern the school's areas for vital growth
- Formulate action plans to address the areas for vital growth

**Summary of the Major Accomplishments of this Meeting:** [bullet format]