

OCR On-Site Review Schedule Planning Post-secondary

The on-site schedule can occur in a sequence that takes advantage of the college's schedule. It is helpful but not necessary that all the meetings occur within three consecutive days. Meetings with individuals and groups typically last between 30 and 60 minutes. We will negotiate the schedule well in advance of the visit. On-going communication between staff from the college and the State MOA Coordinator from NHDOE is essential for a successful review. The college is encouraged to designate a key person to handle communications with the State MOA Coordinator to streamline the review process.

Review of Facilities

The facilities state reviewer team will need to review both sites in the company of someone who can answer relevant questions, such as the Facilities Director or representative. The facilities review will take place on the first day of the schedule.

Interviews

During the course of the day, the state review team will need to meet with a variety of people and groups. The review team will need a place to work in privacy during this time. A sample schedule is on the next page to serve as a starting point and includes appropriate durations for each meeting. We have 15 minutes working breaks between interviews to compile notes and prepare for the next interview. Regardless of how the day is scheduled, the following groups need to convene:

Administration

- President
- VP of Academic Affairs (Provost/Academic Dean)
- VP of Students Success and Enrollment
- VP of Student and Community Affairs
- AVP AA & Academic Success
- Director of Facilities
- Director of Career and Technical Education Programs
- Director of Admissions
- Director of Disability Support Services
- Director of Academic Advising Center
- Marketing Director/ Campus Communications Specialist

Faculty 6-8 Career and Technical Education Professors

Compliance Coordinator/Officers

- Title IX Compliance Coordinator
- 504/ADA Title II Compliance Coordinator
- ESL/ELL coordinator

Counselors Academic Advisor

Students Group of 8 to 12 students from *each* of the following populations.

- non-traditional (male and female)

- ELL (English Language Learners)
- IEP and 504 plans

A final meeting with Administration to go over any possible findings is usually held.



LAKES REGION COMMUNITY COLLEGE
Wednesday, April 12, 2023

Civil Rights Compliance Facilities Review Schedule

*For all group meetings, Please list the **names** and **positions** of those attending.*

Day 1 – Facility Review			
Time	Meeting	Participants (Name/Position)	Location (Building/Rm)
8:00 -11:30	Review of Facilities	Facilities & Operations Rep (Roger Lajoie, Jason Bishop & Adriana Komst) & State Review Team	Meet in Turner Administration Suite
11:30-12:30	Lunch	Review Team	College cafeteria Please feel free to order off menu on us.
12:30-3:30	Review of Facilities	Facilities & Operations Rep (Roger Lajoie, Jason Bishop & Adriana Komst) & State Review Team	Meet in Turner Administration Suite

LAKES REGION COMMUNITY COLLEGE

Thursday, April 13, 2023

All Meetings in Turner 217

Civil Rights Compliance Review Interview Schedule

Day 2 - Interviews			
Time	Meeting	Participants (Name/Position)	Location (Building/Rm)
8:00-8:30	Overview w/State Review Team	President & Leadership Team Patrick Cate, Adriana Komst, Cathy Kubec	Turner 217
8:30-9:00	President	Patrick Cate	
9:00-9:30	VP of Academic & Student Affairs	Cathy Kubec	
9:30-9:45	Working Break	State Review Team	
9:45-10:15	AVP of Academic & Student Affairs	Laura Lemien	
10:15-10:30	Working Break	State Review Team	
10:30-11:00	Director of Enrollment & Onboarding	Shawna Young	
11:00-11:15	Working Break	State Review Team	
11:15-11:45	Marketing & Public Relations Manager	Katie Sweet	
11:45-12:30	Lunch	State Review Team	College cafeteria Please feel free to order off menu on us.
12:30-1:00	AVPAA & Academic Success	Laura Lemien & Andrea Replacement?	
1:00-1:15	Working Break	State Review Team	
1:15-2:15	Students: nontraditional Students: IEP's & 504	Please arrange a group meeting with 8-14 special population students	Turner 200
2:15-2:30	Working Break	State Review Team	



New Hampshire

Department of Education

2:30-3:00	Director of CTE Programs	Cathy Kubec, VPASA	
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Friday, April 14, 2023- Turner 217

Day 3 – Interviews & Wrap-up

Time	Meeting	Participants (Name/Position)	Location (Building/Rm)
8:00-8:30	ESL ELL	Not Applicable	
8:30-9:30	CTE Faculty	6-8 CTE Faculty	
9:30-9:45	Working Break	State Review Team	
9:45-10:15	AVP Academic & Student Affairs	Laura LeMien	
10:15-10:30	Working Break	State Review Team	
10:30-11:15	Title IX Coordinator	Kristen Purrington, Title IX Coordinator	
11:15-11:30	Working Break	State Review Team	
11:30-12:00	Director of Academic Advising Center/Career Guidance Counselors	Dept Chairs/ Advisors	
12:00-12:45	Lunch	State Review Team	College cafeteria Please feel free to order off menu on us.
12:45-1:15	Disability Support Services Coordinator & Section 504 Compliance	Jamie Laurent	
1:15-1:45	Working Break	State Review Team	
1:45-2:15	Wrap-up Meeting w/State Review Team	President & Leadership Team Patrick Cate, Adriana Komst, Cathy Kubec	