Memorandum
To: Law Schools with scheduled site visits in 2020-2021
From: William Adams and Sam Kwak
Date: May 5, 2020
[REVISED July 28, 2020]
Re: Updates to the 2020-2021 Site Evaluation Questionnaire (SEQ)

We have updated the 2020-2021 version of the Site Evaluation Questionnaire (SEQ) in two ways. First, there are minor changes to some of the questions or the information sought:

- **Q11(d):**
  - In requesting the Law School’s financial plans, the SEQ previously specified “next five years.” The 2020-2021 version now requests financial plans for the “next three years.”

- **Q33(a)(4) & (5):**
  - Added two new questions to address the Department of Education’s focus on distance education (e.g., how many distance ed courses does the Law School offer and what is the maximum number of distance education credits allowed).

- **Q34(g)(2):**
  - As foreign programs are no longer regularly visited, the Council wanted the Law Schools to provide us with more information during the sabbatical visits process. Last year, the SEQ added a new Supplemental Questionnaire for the schools to provide to the site teams. This year, the SEQ asks the Law Schools to summarize the student evaluations during this accreditation period.

- **Q43(e):**
  - New question that asks Law Schools do describe the policy granting J.D. students priority registration in courses in which J.D. and non-J.D. students are permitted to enroll together.

The bigger change is that the SEQ narrative questions and the Site Report Template (SRT) have been combined into a single document, the SEQ-SRT form. For schools, this is not a major change. Schools will continue to simply answer the SEQ narrative questions, only now will do so in “response boxes” that have been inserted after each question on the SEQ-SRT form. Once the questions have been completed, the SEQ-SRT form is submitted to the Managing Director’s office as before. At that point, a new process, an initial staff review of the school’s responses, is done to identify where additional information might be required. Following the staff review of the SEQ-SRT form, the SEQ-SRT form with the initial staff review will be provided to the chair of the site team. The law school will also receive a
copy of the SEQ-SRT form with the initial staff review so it is aware of particular areas that may require additional information to be provided to the site team during the visit. To permit the initial staff review to be done, the submission date for the SEQ-SRT form by the school will be eight weeks in advance of the visit, rather than the current six weeks. Details about this new procedure are set out in the Revised Site Procedures Memo.