

Protocol for CUS BoD Informal Visitation (rev 10/4/24)

See Bylaw 3.6.6.1 (a) 1 for description of informal visitation: “regular ecclesiastical and fraternal counsel and encouragement through annual, informal visitation that involves free exchange among peers”

CUS BoD Visitation Team Members:

Two to four appointed CUS BoD Visitors & two CUS BoD Staff:

- CUS Staff – Pres. Jamison Hardy (Leads the Visitation Team and Process)
- CUS Staff – V.P. Doug Spittel
- CUS BoD Chairman or Designee (Braden or Vice Chair)
- CUS BoD COP Designee (Finern, or DP not local)
- CUS BoD Member or designee of CUS BoD Chairman with experience in Higher Ed
- Chief Mission Officer (Ordained) from another campus
- **University Representatives (as provided by the institution):**
 - President (first meeting and last meeting with visitation team)
 - President’s Designee if assigned
 - Chief Mission Officer
 - Campus Chaplain
 - Chief Academic Officer
 - Deans
 - Dean of Students
 - Theology Faculty
 - Variety of faculty in other departments
 - Admissions/Enrollment Management
 - CFO (from general overall health and wellness perspective – a spiritual matter).
 - Anyone else on the cabinet
 - Church Work/Pre-Sem Students
 - Non-Church Work Students
 - Cross-Section of Staff (non-faculty) including facilities management

Proposed Schedule, Informal Visit Only:

- **Visit Monday afternoon, all day Tuesday**
- **Schedule can be adjusted as necessary/appropriate**
- Team travels on Sunday night/Monday morning.
- Monday after lunch visitation team meets (30 minutes)
- Monday CUS BoD Chairman & Staff meet with University President (1 hour to discuss protocol, meeting begins with prayer, receive list of names/times for interviews. President may invite designee to whom he has delegated responsibility for representing University during visit)
- Visitation begins with campus tour (approx. 1 hour)
- Monday afternoon meet with University representatives
- Monday afternoon late, visitation team meets to debrief (30 minutes)
- Tuesday morning team continues meeting with University representatives

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- Attend Tuesday a.m. Chapel
- Meetings with University representatives continue, lunch in cafeteria, meetings resume after lunch
- Tuesday afternoon late, visitation team meets (1 hour, can include debriefing with President)
- Wednesday schedule, if necessary -
 - Wednesday morning team continues meeting with University representatives
 - Attend Wednesday a.m. Chapel
 - Meetings with University representatives continue
 - Visitation team meets (30 minutes)
 - University President/designee debriefs with visitation team (1 hour)
 - Visit ends Wednesday around noon

Visitation Criteria:

- LIMO Standards
- Evaluation Tool serves as guide for discussion
- Commissioned Worker Program Standards
- Theses for Chapel Worship (when complete)
- Any applicable LC-MS bylaws I may have missed... I think a review of the applicable bylaws (like 2023draft handbook 3.6.6 and following, through 3.6.6.4.2 (all)) would be helpful and appropriate

Visitation Follow-Up/Reporting:

- CUS BoD provides brief written summary of visit based on LIMOS (2 weeks after visit)
- University provides brief written response (2 weeks after receiving summary of visit)
- Further meetings/correspondence/communication as necessary, per bylaws

Cost:

- CUS BoD bears the entire cost of informal visitation. If the University can provide cafeteria lunches, meeting space, coffee/beverages snacks, it would help. University could host Tuesday dinner.

If an informal visit is made in conjunction with a quarterly CUS BoD meeting, campus visit will precede the board meeting. The board meeting would be Wednesday afternoon (or morning if visitation ended Tuesday) and all day Thursday (or half-day if visitation ended Tuesday).

12/8/23 – Braden
Revised 10/4/24