**Consensus Meeting Topics**

Issues that SHOULD be discussed in the Consensus meeting:

• Addition of a comment

• Deletion of a comment

• Combining or dividing comments

• Change to **bold** status of a comment

• Conflicting comments

• Changes that may affect scoring (>10%) or scoring range

• Changes to the balance of strength vs. OFI comments

• Comments that are not “key” or if a “key” area to address is missed

• Comments that are not Criteria-based

• Changes to the language of a comment such that any of the following would change: − the scope or meaning of the comment

− the A-D-L-I or Le-T-C-I assessment factors that pertain

− the score (>10% or different scoring range)

• Key themes

• Potential site visit issues

• Anything else that a team member feels should be discussed

Issues that should NOT be discussed in the Consensus meeting (the scorebook editor may make these changes):

• Anything that does not alter the meaning of a comment or alter the score

• Errors that are clearly typos, misspellings, and word format changes (capitals, uppercase, lowercase, hyphenations, etc.)

• Extra words or words left out

• Sentences or clauses that are clearly redundant

• Substituting acronyms for entity names, and the reverse

• Separating the clauses of a too-lengthy sentence to make shorter sentences.