

## 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 or scoring band
- 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
- 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.