ATTACHMENT #4

TENTATIVE PROJECT TIMELINES FOR CAMPUS-WIDE SELF STUDY

Preparation for Higher Learning Commission (HLC) Visit of the
North Central Association (13-16 March 2006)

	July 2004	Aug 2004	Sept 2004	Oct 2004	Nov 2004	Dec 2004	Jan 2005	Feb 2005	March 2005	April 2005	May 2005	June 2005	July 2005	Aug 2005	Sept 2005	Oct 2005	Nov 2005	Dec 2005	Jan 2006	Feb 2006	March 2006	April 2006
CAMPUS-WIDE EVENTS	Membership of Self-Study Steering and Sub-Committees Finalized	23 Aug: Chancellor announces start of self-study process in State of University Address.	LEARN Center Lunch Hour Workshop to campus	Work begins on design of HLC website.	LEARN Center Workshop led by Sub-Committee #1	LEARN Center Workshop led by Sub-Committee #2		LEARN Center Workshop led by Sub-Committee #3	LEARN Center Workshop led by Sub-Committee #4	LEARN Center Workshop led by Sub-Committee #5	Self-Study Coordinator Updates Chancellor's Cabinet on Self-Study Process/Progress						LEARN Center Workshop for Campus: Preliminary Findings of Final Report		15 Jan: Final Draft Self-Study & Materials Sent to Visiting Team & Shared with Campus	News & Public Affairs Announcement/Reminder of HLC Visit	13-16 March: HLC Team Visits Campus 16 March: Self Study Celebration	Review of Report of a Campus Visit and Prepare for Follow-Up as Necessary
SELF-STUDY SUB-COMMITTEES #1 - #5 TASKS AND RESPONSIBILITIES			Self-Study Sub-Committees #1-#5 convene, begin process of collecting data, information	Self-Study Sub-Committees #1-#5 collect data / information, prepare reports, draft chapter				Sample chapters from Self-Studies of other campuses shared with Sub-Committees #1-#5	Self-Study Coordinator Meets separately with Sub-Committees for						1 Sept: All Sub-Committees Submit Drafts of Reports and Chapters		Self-Study Coordinator Sends External Reviewer Sent Draft of Report for Review and Feedback					
SELF-STUDY COORDINATOR(S) AND STEERING COMMITTEE TASKS & RESPONSIBILITIES		Steering Committee Meeting #1: Receiving the Charge, Self-Study Process & Prospectus	Steering Committee Meeting #2: Sub-Committees and Criteria Discussions	Self-Study Steering Committee Meeting #3: Discussion of *NCA 1996 Report of a Visit*	Self-Study Steering Committee Meeting #4: Dialogues with Consultant/Evaluators			Self-Study Steering Committee Meeting #5: Web-Page	Select Steering Committee and Sub-Committee Members attend HLC Annual Meeting	Self-Study Steering Committee Meeting #6: Discussion of Visit and Resource Room		Steering Committee Meeting #7: Review Draft of *Self-Study Report Chapter #1*			Steering Committee Meeting #8: Final Updates and Summaries from Sub-Committees 31 Oct: Draft of Self-Study to Steering Committee & Chancellor for Feedback		Steering Committee Meeting #9: Discussion of Draft of Self Study	1 Dec: Final Draft of Self-Study forwarded to Graphics for Formatting and Duplication	Final Preparation for team visit (finalize website, preparation of Resource Room, lodging, etc.)			