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)

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