### Self-Study Coordinator(s) and Steering Committee Tasks & Responsibilities

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 Oct</td>
<td>Draft of Self-Study to Steering Committee &amp; Chancellor for Feedback</td>
</tr>
<tr>
<td>1 Nov</td>
<td>Final Draft of Self-Study forwarded to Graphics for Formatting and Duplication</td>
</tr>
</tbody>
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### Self-Study Sub-Committees #1 - #5 Tasks and Responsibilities

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>31 Oct</td>
<td>All Sub-Committees Submit Drafts of Reports and Chapters</td>
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### Campus-Wide Events

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>13-16 March</td>
<td>HLC Team Visits Campus</td>
</tr>
<tr>
<td>16 March</td>
<td>Self Study Celebration</td>
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<tr>
<td></td>
<td>Review of Report of a Campus Visit and Prepare for Follow-Up as Necessary</td>
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### Self-Study Sub-Committees #1-5 Conv

1. Collect data, information, prepare reports, draft chapter
2. Self-Study Sub-Committees for #1-#5
3. Sample chapters from Self-Studies of other campuses shared with Sub-Committees #1-#5
4. Self-Study Sub-Committees convene, begin process of collecting data, information
5. Self-Study Sub-Committees #1-#5 collect data/information, prepare reports, draft chapter
6. LEARN Center Workshop led by Sub-Committee #3
7. LEARN Center Workshop led by Sub-Committee #2
8. LEARN Center Workshop led by Sub-Committee #1
9. LEARN Center Workshop led by Sub-Committee #4
10. LEARN Center Workshop led by Sub-Committee #5
11. Self-Study Coordinator and Sub-Committee Members attend HLC Annual Meeting
12. Self-Study Coordinator Meets separately with Sub-Committees for
13. LEARN Center Workshop for Campus: Preliminary Findings of Final Report
14. Self-Study Coordinator Updates Chancellor's Cabinet on Self-Study Process/Progress

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<tr>
<td>1 Sept</td>
<td>All Sub-Committees Submit Drafts of Reports and Chapters</td>
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### Steering Committee Meeting 1

1. Receiving the Charge, Self-Study Process & Prospectus
2. Self-Study Sub-Committees #1-#5 convene, begin process of collecting data, information
3. LEARN Center Lunch Hour Workshop to campus
4. Work begins on design of HLC website.
5. LEARN Center Workshop led by Sub-Committee #1
6. LEARN Center Workshop led by Sub-Committee #2
7. LEARN Center Workshop led by Sub-Committee #3
8. LEARN Center Workshop led by Sub-Committee #4
9. LEARN Center Workshop led by Sub-Committee #5
10. LEARN Center Workshop led by Sub-Committee #6

### Steering Committee Meeting 2

1. Steering Committee Meeting #1: Receiving the Charge, Self-Study Process & Prospectus
2. Self-Study Sub-Committees #1-#5 convene, begin process of collecting data, information
3. LEARN Center Lunch Hour Workshop to campus
4. Work begins on design of HLC website.
5. LEARN Center Workshop led by Sub-Committee #1
6. LEARN Center Workshop led by Sub-Committee #2
7. LEARN Center Workshop led by Sub-Committee #3
8. LEARN Center Workshop led by Sub-Committee #4
9. LEARN Center Workshop led by Sub-Committee #5
10. LEARN Center Workshop led by Sub-Committee #6

### Steering Committee Meeting 3

1. Self-Study Steering Committee Meeting #3: Discussion of NCA 1996 Report of a Visit
2. Self-Study Sub-Committees #1-#5 collect data/information, prepare reports, draft chapter
3. Work begins on design of HLC website.
4. LEARN Center Workshop led by Sub-Committee #1
5. LEARN Center Workshop led by Sub-Committee #2
6. LEARN Center Workshop led by Sub-Committee #3
7. LEARN Center Workshop led by Sub-Committee #4
8. LEARN Center Workshop led by Sub-Committee #5

### Steering Committee Meeting 4

1. Self-Study Steering Committee Meeting #4: Dialogues with Consultant/Evaluators
2. LEARN Center Lunch Hour Workshop to campus
3. Work begins on design of HLC website.
4. LEARN Center Workshop led by Sub-Committee #1
5. LEARN Center Workshop led by Sub-Committee #2
6. LEARN Center Workshop led by Sub-Committee #3
7. LEARN Center Workshop led by Sub-Committee #4
8. LEARN Center Workshop led by Sub-Committee #5

### Steering Committee Meeting 5

1. Self-Study Steering Committee Meeting #5: Discussion of Visit and Resource Room
2. Self-Study Steering Committee Meeting #6: Discussion of Visit and Resource Room
3. Self-Study Steering Committee Meeting #7: Review Draft of Self-Study Report Chapter #1
4. LEARN Center Workshop led by Sub-Committee #3
5. LEARN Center Workshop led by Sub-Committee #2
6. LEARN Center Workshop led by Sub-Committee #1
7. LEARN Center Workshop led by Sub-Committee #4
8. LEARN Center Workshop led by Sub-Committee #5

### Steering Committee Meeting 6

1. Self-Study Steering Committee Meeting #6: Discussion of Visit and Resource Room
2. Self-Study Steering Committee Meeting #7: Review Draft of Self-Study Report Chapter #1
3. Self-Study Steering Committee Meeting #8: Final Updates and Summaries from Sub-Committees
4. Final Preparation for visit (finalize website, preparation of Resource Room, lodging, etc.)