

A Self-Study Timetable

Approximate and Flexible Dates for a Spring Visit (Total: 2 1/2 years)

Summer before Academic Year 1

- >* MSCHE reminds institution of the pending evaluation and invites it to The Self-Study Institute. **(2009)**

Fall, Academic Year 1 (2009)

- >~ Self-Study Institute held to orient institutions beginning self-study **(Nov 2009)**
- >■ Steering Committee Chair(s) and members chosen **(Dec 2009/Jan 2010)**
- > MSCHE staff liaison schedules self-study preparation visit to the institution **(Jan 2010)**

Spring, Academic Year 1 (2010)

- >- Institution chooses its self-study model
- >■ Institution determines types of working groups that will be needed
- »* Draft self-study Design finalized, including charge questions for working groups

Spring, Academic Year 1 -Fall, Academic Year 2 (2010)

- >- MSCHE staff liaison conducts self-study preparation visit **APRIL 29, 2010**
- >• Staff liaison approves institution's self-study design

Fall-Spring, Academic Year 2 (2010)

- >- Steering Committee oversees research and reporting by working groups
- >■ Working groups involve the community
- >• Working groups submit reports

Winter, Academic Year 2 (2011)

- >■ MSCHE selects the evaluation team Chair, and the institution approves the selection
- >■ Chair and institution select dates for team visit and for the Chair's preliminary visit
- >- Institution sends a copy of the self-study design to the team Chair

Spring-Summer Academic Year 2 (2011)

- > MSCHE selects evaluation team members, and the institution approves the selection
- >- Steering Committee receives drafts text from working groups and develops a draft self-study report

Fall, Academic Year 3 (2011)

- >- Campus community reviews draft self-study report
- »- Evaluation team Chair reviews draft self-study report
- >- Institution's governing board reviews draft self-study report
- >- Institution sends draft self-study report to evaluation team Chair, prior to Chair's preliminary visit
- >- Team Chair makes preliminary visit at least four months prior to team visit
- >■ Institutions with a selected-topics self-study that elect to have a document review *prior to the team visit*: Conduct an early document review
- »► Institution prepares final version of the self-study report

Winter or Spring, Academic Year 3 (2012)

- >- Institution sends final report to evaluation team and to MSCHE at least six weeks prior to team visit

Spring, Academic Year 3 (2012)

- >■ ****Team visit****
- >- Institutions with a selected-topics self-study that elect to have a document review *during the team visit*: Conduct a concurrent document review
- >~ Team report
- >• Institutional response

Summer or Fall after Academic Year 3 (2012)

- >- Committee on Evaluation Reports meets >■ Commission action