

## Self-Study Timeline

### Spring 2007

- Self-study coordinators and Steering Committee appointed by the Chancellor
- Steering Committee attends Higher Learning Commission Self-Study Meeting
- Date for Team Visit is set for April 2009
- Draft prepared of institutional goals, model, theme, logo and principles shared with Chancellor and steering committee
- Disseminate and discuss the integration of new Strategic Plan
- Budget for self-study established
- Identify resource room or at least a space to begin storing documents
- Chancellor sends an email to the campus community announcing attendance at HLC meeting and that the steering committee has begun to work on the self-study process and will share the progress at the fall convocation

### Summer 2007

- Share self-study model and timeline with Commission staff liaison for feedback
- Design the fall convocation communication on the progress of the self-study
- Sue and Tim meet with each Criterion chair to discuss evidence needed
- Subcommittees Chairs submit plans (timelines, data to be collected, etc.) to self-study coordinators– September 1, 2007
- Collect benchmark institutional data
- Develop workbook for each subcommittee
- Begin to develop web site and begin to load appropriate documents (Kirsten)
- Hold campus meeting to include Stuart, Ruth, all VCs, all deans, all chairs, Steering Committee members, clerical staff leadership, professional staff leadership, Senate President, Student Body President
  - Finalize timeline
  - Finalize theme – On the Journey from Good to Great
  - Finalize logo
  - Finalize goal statement
  - Finalize principles
  - Finalize self-study model
  - Discuss previous self-study

### Fall 2007

- Hold formal kickoff at Fall Convocation – September 2007
  - Distribute the 5 criteria, timeline, strategic plan/mission statement and summary of 1998 self study. Introduce theme.
- Chancellor sends letter to all faculty and staff encouraging attendance.
- Presentations at Faculty Senate

- Criterion 1 and 5 – September
- Criterion 3 and 4 – October
- Criterion 2 – November
- Present on all five Criteria at Professional Staff and Clerical Staff meetings - November
- Steering Committee in cooperation with the Chancellor determines desired HLC team composition/competencies
- Steering Committee begins to meet biweekly to review progress findings and adherence to the timeline
- Self-study Coordinators attend subcommittee meetings to assist where needed
- Produce first edition of monthly electronic accreditation newsletter

## **Spring 2008**

- Steering Committee begins to prepare rough draft of entire self-study (draft to be completed by June 2008)
- Subcommittees prepare rough draft of self-study report
  - Criterion 1 done by January 15th
  - Other four criteria done by March
- Update campus on progress at Spring Convocation
- Hold set of Open Forum/Town Hall meetings on various topics
  - Criteria – answer questions; discuss evidence needed, timelines and plans, etc.
  - Strategic Planning – where the campus is in the process, etc.
  - Spellings Report – implications for Higher Education and IU Kokomo
- VC of Academic Affairs begins to develop a plan to address opportunities for improvement emerging from the report
- Steering Committee attends the Higher Learning Commission meetings (April 11- 15, 2008)

## **Summer 2008**

- Steering Committee solicits and receives campus and community-wide feedback to draft reports
- Self-study Coordinators finalize self-study report

## **Fall 2008**

- Self-study Coordinators seek external review of self-study report. HLC liaison visit.
- Campus begins to prepare for team visit
- Actual and virtual resource room established
- Self-study Coordinators begin to communicate with HLC Team Chair to prepare for preliminary meeting schedule for each team members
- Self-study Coordinators work with logistics committee to coordinate travel arrivals and departures, make hotel reservations and otherwise determine team resource needs
- Fall Convocation devoted to visit
- Entire campus community is reminded to clear their campus calendars for April 5 – 8, 2009 for the team visit
- Finalize collection of all appropriate documents
- Ad in newspaper announcing we are up for accreditation (required by HLC)

- Communications and Marketing begins work on self-study publication

## **Spring 2009**

- Spring Convocation reminder of the visit
- Self-study Coordinator sends copies of self-study to HLC and evaluation team in February
- Preparation for team visit
- Team visit April 6 – 8, 2009
- **Campus celebrates recommendation of HLC for full 10 year accreditation**