

Month	Activities
June – August 2004	<ul style="list-style-type: none"> ~ Plan self-study ~ Steering Committee Established and begins meeting
September – December 2004	<ul style="list-style-type: none"> ~ Steering Committee defines mission & goals ~ Self-Study plan submitted to HLC liaison ~ Criteria are examined and organized ~ Subcommittees are formed ~ Mission Subcommittee revises University Mission Statement ~ Web page & newsletters published
January – April 2005	<ul style="list-style-type: none"> ~ Data and document collection ~ Department Reports developed and distributed by March 4th. ~ Subcommittees produce outlines for each criteria chapter by April 30th ~ Committees continue meeting ~ Site visit dates discussed & confirmed ~ Steering Committee attends HLC Annual Meeting ~ Web page updated & newsletters published
May – July 2005	<ul style="list-style-type: none"> ~ Data & document collection ~ Department Reports by May 7th. ~ Resource room organization begun
August - December 2005	<ul style="list-style-type: none"> ~ Most data/documents necessary for chapters collected. ~ Continued data & document collection ~ Subcommittees complete first chapter writing by December 1st ~ Steering Committee & subcommittees meet regularly ~ Individual Surveys conducted (TBA) ~ Layout design for Self-Study report developed ~ Web page & newsletters published
January - February 2006	<ul style="list-style-type: none"> ~ Chapter drafts circulated to administrators for comments ~ Steering Committee & subcommittees meet regularly ~ Web page & newsletters published ~ Evaluation Team suggestions/requests sent to liaison
March – April 2006	<ul style="list-style-type: none"> ~ Chapter draft fully written and revised by March 1st ~ Coordinator compiles drafts into Self-Study Report Draft
May - July 2006	<ul style="list-style-type: none"> ~ Self-Study Report Draft writing & revision ~ Full Self-Study Report Draft completed by July 1st ~ Continued collection for & organization of Resource room
August – October 2006	<ul style="list-style-type: none"> ~ Plan Site visit through External Relations ~ Meetings held for Faculty, Staff & students ~ Liaison reviews Self-Study Report draft ~ Web page & newsletters published
November – December 2006	<ul style="list-style-type: none"> ~ Final Self-Study Report produced and circulated by November 1st ~ Public response requested
January 2007	<ul style="list-style-type: none"> ~ Prepare all materials for the Evaluation Team
February 2007	<ul style="list-style-type: none"> ~ Send material to Evaluation Team.
March 2007	<ul style="list-style-type: none"> ~ Evaluation Team visit, March 19-21.
April 2007	<ul style="list-style-type: none"> ~ Receive Site Team Report.
May 2007	<ul style="list-style-type: none"> ~ Response to Site Team Report and subsequent action as needed.