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| **Objectives** | **Audience** | **Method** | **Timing** | **Responsible** |
| **Phase 1: Planning of the self-study process**  **Objective: Update AUP community about self-study process**  **Timeline:**  **October 2017 –**  **April 2018** | Students | Presentation to student senate | 1x per semester (middle of the semester) | Student on steering committee (Marly) |
| Alumni | Included in alumni newsletter | 1x per semester | Communications (Kilian + Hannah) |
| Faculty | Presentation to faculty senate | 1x per semester (middle of the semester) | Faculty member on steering committee (Claudia) |
| Board of Trustees | Presentation to board | 1x per semester at BoT meeting | Chair of the steering committee (Claudia) |
| Administration/Staff | Presentation to senior staff  Email to all staff | 1x per semester  1x per semester | (Claudia)  Communications |
| **Phase 2: Updates from individual working groups**  **Objective: To update audiences about progress and to gather feedback about working group reports**  **Timeline:**  **May 2018 –**  **January 2020** | Students | Presentation of current working group reports to student | 1x per semester (middle of the semester) | Student on steering committee (Marly) |
| Alumni | Soliciting feedback through alumni newsletter | 1x per semester | Communications (Kilian + Hannah) |
| Faculty | Email to all faculty members to solicit feedback  Presentation to faculty senate | 1x per semester | Communications (Kilian)  Claudia |
| Board of Trustees | Presentation to board to solicit feedback | 1x per semester at BoT meeting | Chair of the steering committee (Claudia) |
| Administration/Staff | Email to all staff members to solicit feedback  Presentation to senior staff | 1x per semester | Communications (Kilian)  Claudia |
| **Phase 3: Review of self-study document**  **Objective: To update audiences about progress and to gather feedback about the draft self-study**  **January 2020 –**  **March/April 2020** | Students | Presentation of current working group reports + soliciting feedback | 1x per semester (student senate in the middle of the semester) | Student on steering committee (Marly) |
| Alumni | Soliciting feedback through alumni newsletter | 1x per semester | Communications (Kilian + Hannah) |
| Faculty | Email to all faculty members to solicit feedback  Presentation to faculty senate | 1x per semester | Communications  (Kilian)  Claudia |
| Board of Trustees | Presentation to board to solicit feedback | 1x per semester at BoT meeting | Chair of the steering committee (Claudia) |
| Administration/Staff | Email to all staff members to solicit feedback  Presentation to Senior Staff | 1x per semester | Communications (Kilian)  Claudia |