

# 1. Self-Study Timetable and Deliverables

## Color codes

MSCHE actions	Actions coordinator
WGs deliverables	Evidence Inventory
Deliverables to MSCHE	Verification of Compliance
Steering Committee Meetings	

## Draft timeline (only tentative after April 2018)

<b>Self-Study Design:</b> After attending the <b>Self-study Institute</b> , AUP prepares and submits the <b>Self-study Design</b> with a draft <b>Documentation Roadmap</b> .	11 October '17	Kick-off meeting Steering Committee – WG identification
	6-8 Nov. '17	Self-Study Institute (Ruth, Jessica, Claudia)
	15 Nov. '17	Report to Steering Committee from self-study Institute: Self-Study template, institutional priorities, Self-Study outcomes, WG charges, Evidence Collection
	Oct. – Nov. '17	WGs meetings
	17 Nov. '17	Forms for submissions to Evidence Inventory ready to use
	24 Nov '17	Schedule Steering Committee meetings 2017-2018
	24 Nov. '17	WGs input for first draft self-study Design and Evidence Inventory
	8 Dec. '17	Prepare first draft Self-Study Design and distribute to Steering Committee
	20 Dec. '17	Steering Committee meeting: <ul style="list-style-type: none"> <li>• Discussion of first draft of self-study Design and Evidence Inventory</li> <li>• WGs coordination</li> <li>• Gap analysis and planning</li> </ul>
	30 Jan. '18	Organize MSCHE VP liaison visits
	30 Jan. '18	WGs input for second draft self-study Design and Evidence Inventory
	6 Feb. '18	Co-chairs call with Dr. Faison (MSCHE liaison officer)
	15 Feb. '18	Prepare second draft Self-Study Design and distribute to Steering Committee
	15 Feb. '18	Evidence Inventory Consolidated
	21 Feb '18	Steering Committee meeting: <ul style="list-style-type: none"> <li>• Discussion of second draft of self-study Design and Evidence Inventory</li> <li>• WGs coordination</li> <li>• Gap analysis and planning</li> </ul>
	14 March '18	Submit draft of Self-Study Design to MSCHE liaison (2 weeks in advance of the on-campus Self-Study preparation visit by the institution's staff liaison)

<p><b>2. self-study Preparation Visit and Approval:</b>  <b>Commission staff liaison visits AUP</b> after reviewing the Self-Study Design and Documentation Roadmap. Liaison provides feedback and approves the Design.</p>	3 April '18	<p>MSCHE VP liaison visits to provide feedback on Design:</p> <ul style="list-style-type: none"> <li>○ Meet President, CEO, faculty, staff, students, members of BoT and steering committee (work session, not lunch meeting)</li> <li>○ Can combine faculty staff and students</li> <li>○ May meet with some BoT by phone</li> <li>○ Day ends with meeting self-study co-chairs</li> </ul>
	4 April '18	Steering Committee meeting: debrief of liaison visit and plan for final version of Self-Study Design
	April '18	Prepare final Self-Study Design
	April '18	Self-Study Design revisions completed and submitted (with approval from MSCHE)
<p><b>3. Self-Study Process</b>  <b>AUP engages in self-study</b>, evaluating its mission and strategic goals and objectives in relation to the Commission's Standards for Accreditation and Requirements of Affiliation. <b>AUP submits self-study Report</b></p>	April - May '18	Working Groups meet to identify/ gather necessary documents including documentation for compliance report, review data, conduct interviews, identify gaps in data
	20 May '18 Proposal to change deadline to June 11	Evidence Inventory Consolidated
	20 May '18 Proposal to change deadline to June 11	Working Groups produce preliminary draft report (bullet points sufficient) including gaps in evidence inventory.
	Soon after 20 May '18 Proposal to move meeting to June14	Working Groups chairs meet with steering committee to discuss possible overlaps, synergies and gaps.
	June –Nov. '18	Prepare, conduct, and analyze campus-wide satisfaction survey (optional)
	Sept. – Nov. '18	Working Groups review data, conduct interviews, prepare report
	30 Nov. '18	WG chairs give progress update to steering committee
	Dec. '18 – Jan. '19	First drafts of chapters from Working Groups to Steering Committee
	15 Feb. '19	Steering Committee provides feedback on chapter drafts
	Feb. '19	Begin preparation of Verification of Compliance Report
	Jan.-May '19	Team Chair selected and confirmed, visit dates chosen; self-study Design sent to Chair
	ASAP Jan.-May '19	Organize Team Chair visit
	15 March '19	Second drafts of chapters from Working Groups to Steering Committee
	15 March – 1 May '19	Evidence Inventory Consolidated; First version of Archive
	15 March – 1 May '19	First complete draft self-study
	30 March - 1 May '19	Steering committee reviews of integrated document
	May-June '19	Review and community-wide discussion of Self-Study; revisions made as necessary based on feedback

	Sept. – Nov. '19	Work on Verification of Compliance report (when final details are available)
	1 Oct. '19	Second draft of Self-Study ready
	1 - 30 October '19	Second draft of Self-Study distributed to community
	30 Oct. '19	Self-Study draft to Team Chair two weeks before preliminary visit
	Beginning of Nov.	WG on Ver. Of Compliance reports to Steering Committee
	About 15 Nov. '19	Preliminary Visit by Team Chair; feedback on Self-Study Draft
	Nov. - Dec. '19	Revisions of Self-Study based upon feedback from Team Chair
	Dec. '19	Verification of Compliance submitted
	Jan. 2020	Final version of self-study circulated to campus and approved by BoT members
	30 Jan. 2020	Final version Self-Study to Visiting Team and Evidence inventory uploaded to MSCHE portal (6 wks prior visit)
<b>4. Peer Review Process</b>	15 March – 15 April 2020	Visiting Team on campus
Team peers evaluate the institution. Team submits Report and institution submits an Institutional Response.	June or November 2020	Commission meets to determine accreditation action (June if team visit before April 15; November if team visit after April 15)