

March 31, 2010

**Cleveland State University
Self Study for Accreditation Detailed Timeline**

Spring 2008

- President selects co-chairs
- Core Team developed (meets weekly through all phases of the process)
- Core Team attends NCA Annual Conference in Chicago

Summer 2008

- Co-coordinators complete self-study plan and timeline
- Co-coordinators prepare draft outline of self-study report
- Writing team chairs recruit writing team members
- Co-coordinators outline responses to issues noted in previous team report

Fall 2008

- Steering Committee developed and approved by President
- Steering team meets monthly to review progress, emerging issues and data needs
- Self-study plan submitted to HLC/NCA staff liaison, Dr. John Taylor, for feedback
- Communication plan for self-study process developed by Steering Committee
- Formal campus launch of Self Study process with Dr. Taylor
- Writing teams prepare work plans and submit to co-coordinators
- Two Core Team members complete Consultant Evaluators training in Lisle, Illinois, increasing the number of CEs at the University to 7.

Spring 2009

- Steering team meets monthly to review progress, emerging issues and data needs
- Self-study writing teams begin work in assigned areas of responsibility
- Core Team members attend writing team meetings to provide support
- Writing teams prepare initial drafts of assigned sections of self-study report for steering committee review and feedback
- Core Team presents at the NCA Annual Conference “Mission Differentiation: Responding to a New State Strategic Plan for Higher Education.”

Summer 2009

- Co-coordinators polish initial reports from writing teams. Combine into first draft of whole report.

Fall 2009

- Steering team meets monthly to review progress, emerging issues, and data needs
- Steering committee members review drafts to determine areas for additional data and revisions (September meeting: Introduction, C-3), October: C-1, C-2, November: C-4, C-5)
- Provost/President approves institution’s response to issues noted in the previous team report in Introductory chapter
- Co-coordinators and Provost review draft materials and prepare feedback in preparation for December draft of full report
- Full draft of self-study report made available to Provost

March 31, 2010

Spring 2010

- **January:** Co-coordinators prepare draft of Executive Summary
- **January:** Co-coordinators receive final list of HLC/NCA team members
- **January – April 15:** Report undergoes revisions
- **January - May:** Steering committee plans campus visit
- **February 5 - 28:** Executive Summary (including Strengths, Challenges, and Self Recommendations) shared with SGA, MASA (onto website), Faculty Senate Academic Advising, Board of Trustees Curriculum Committee for comment
- **February 9:** Associate Deans review Full Report, provide comments
- **February 22:** Focus Group of faculty examine Strengths, Challenges, and Self Recommendations
- **February 23:** Focus Group of graduate students examine Strengths, Challenges, and Self Recommendations
- **March 3:** Focus Group of undergraduate students examine Strengths, Challenges, and Self Recommendations
- **March 3:** Revised Executive Summary and Full Report made available to campus community on Self Study internal website (updated every 2-3 weeks)
- **March 11:** USPC and Assessment Council review
- **March-April:** Compliance sections written
- **March 25:** Academic Leadership Program focus group
- **April 2, 6, and 7:** Deans and Vice Presidents' focused reviews

- **April 10 – 13:** President, Interim Provost, and Core Team attend NCA Annual Conference in Chicago
- **April-May:** Activities and prizes to entice students to read and react to report draft
- **May 15:** Report sent to outside editor

Summer 2010

- **June 1:** Content ready for layout (Marketing will send to vendor)
- **June 1:** Hyperlinks re-checked in electronic report
- Co-coordinators continue plans for campus visit
- Activities and prizes to entice students to read and react to report draft
- **July 1:** Local media notified of Third Party Comment
- **July 1:** Final version of report sent to HLC
- **July 15:** Virtual Resource Room ready
- Co-coordinators communicate with HLC team chair regarding campus visit plans Visit by HLC Site Team chair
- Plans for Team Work Room finalized

Fall 2010

- **September:** Campus prepared for Site Visit
- **October 12 – 17:** Team Work Room prepared
- **October 18 - 20:** HLC Comprehensive Site Visit