

TIME LINE
Preparing For the Higher Learning Commission Visit
2008-09 Academic Year

December 2006

- Appoint self-study steering committee.
President Edwards, Carl Caldwell
- Initiate planning the self-study process.
Andrea Koepke, Carl Caldwell
- Notify HLC of its self-study coordinator and preferred visit dates.
Carl Caldwell
- Distribute letters to faculty and staff, inviting them to participate in the self-evaluation and preparation of the report.
President Edwards, Carl Caldwell

January 2007

- Committees have their first meeting with an orientation to their criterion/chapter.
Andrea Koepke, Committees
- Develop a self-study design and submits it to HLC.
Steering Committee

January/February 2007

- Identify the core and supporting data which is needed to answer criteria and sub-criteria. Develop a plan to gather data.
Andrea Koepke, Committees

February 5-6, 2007

- Visit by Karen Solomon.
Andrea Koepke

March/April 2007

- Gather appropriate data.
Andrea Koepke, Committees
- Budget committee determines budget allocation for self-study process. Budget year 2007-08.
Andrea Koepke, Carl Caldwell, Budget Committee

April 2007

- Introduce HLC plan to Board of Trustees. Ask for initial input.
President's Executive Staff, Steering Committee
- Attend annual meeting in Chicago.
Steering Committee

August 2007

- Submit draft reports to the Steering Committee.
Committees
- Faculty members participate in self-study analysis/evaluation. Have input into the self-evaluation.
Steering Committee

September 2007

- Submit to HLC suggested desired team competencies.
Steering Committee
- Confirm date of visit.
President Edwards, Carl Caldwell

September/October 2007

- Analyze rough drafts from committees, determine areas which need additional documentation, and begin to merge the document. Refer problem area back to the individual committee for review and revision.
Steering Committee

October 2007

- Trustees review rough draft of self-study. Contribute to the analysis and evaluation of information.
President Edwards, Carl Caldwell
- Notify HLC of any proposed changes to Statement of Affiliation Status, e.g. proposed new programs (deadline is end of the year.)
President Edwards, Carl Caldwell

November 2007

- Develop rough draft of self-study report.
Steering Committee

December 2007/January 2008

- Circulate and receive reactions to draft report.
Steering Committee, faculty and staff

February 2008

- Discuss HLC visit with Signature staff.
Andrea Koepke

Spring 2008

- Receive notification from HLC regarding proposed team members. Check for conflict of interests.
Steering Committee, President Edwards

March 2008

- Compile final self-study report.
Andrea Koepke, Barry Callen

April 2008

- Review final analysis of self-study materials.
Trustees, President Edwards, Carl Caldwell

June 2008

- Finalize content of the self-study report. Write executive summary and institutional overlook.
Carl Caldwell, Steering Committee
- Trustees approve report.
Trustees, President's Executive Staff
- Duplicate self-study report and appendix.
Steering Committee

August 2008

- Submit third party notices to Signatures, Anderson Herald Bulletin, Indianapolis Star, and Andersonian. Forward copies of each ad to HLC.
Andrea Koepke
- Prepare for team visit. Make lodging reservations at Hampton Inn, reserve campus areas, arrange meals. Work on schedule.
Steering Committee

September 2008

- Send one complete set of evaluation materials to each member of the evaluation team and to HLC staff liaison.
Steering Committee

November 2008

- Prepare groups for interviews. Design sample questions.
Andrea Koepke, Steering Committee

December 8-10, 2008 (proposed)

- Site visit occurs.
Everyone

January 2009

- Respond to draft team report with corrections in errors of fact, if any (5 weeks after visit.)
Steering Committee

February 2009

- Respond to team's final report and selection of review process (9 weeks after visit.)
Steering Committee

March 2009

- Send self-study report, organizational catalogs, faculty and student handbooks, and response to team report to each reader or panel review member.
Steering Committee

April 2009

- Begin to implement plan for following up on recommendations and issues identified in the self-study report and the team report. Tie all plans into the Strategic Plan.
President Edwards, President's Executive Staff, Academic Cabinet