

## Suggested Calendar for Self Study

### Initial Steps (Complete the semester before starting the self-study):

- Contact Commission office to arrange for a staff member to meet with faculty
- Obtain necessary materials – order or download from [www.neasc.org](http://www.neasc.org)
- Determine self-study coordinator(s)
- Organize steering committee
- Attend Self-Study Coordinator/Steering Committee Workshop
- Establish calendar including necessary professional days for accreditation work
- Confirm (or draft) a written description of the curriculum in a form appropriate to the school
- Review mission statement with faculty and board

### Preparation for the Self-Study

Fall Visit	Spring Visit	
August/September	December/January	<p>Faculty presentation by CIS staff person</p> <p>Survey faculty for interest in self-study committees</p> <p>Form self-study committees for all Standards</p>
September/October	January/February	<p>Survey parents, faculty, and students</p> <p>Compile survey results for self-study committees</p> <p>Assemble policy documents, existing plans, and handbooks for self-study committees</p> <p>Gather statistics on enrollment (admissions and attrition) and student performance</p> <p>Include all of the above in the Supplementary Materials</p>
September/November	January/March	<p>Convene program subcommittees for all departments and other major programs. Each committee should write a brief report about their area with regard to the program standards (4-6) and make recommendations for ways in which the program might be strengthened. These reports will be given to the self-study committees and will be made available to the visiting committee.</p> <p>Arrange for necessary financial reports and information.</p>

### Self-Study Part I: Reviewing the Standards

December/February	March/June	Convene self-study committees for all Standards. Each committee should review background information, complete relevant Indicator Checklist, identify issues for further inquiry, assign research and interviews.
January-April	March/June/September	Each committee drafts a report on the school's position with regard to the Standard for which they are responsible - documenting compliance or outlining plans to come into compliance. Each committee drafts recommendations related to the Standard that would enhance the students' experience and foster school improvement.
March/April	September	All committees share their draft reports and recommendations with the entire faculty for comment and make appropriate revisions.

### Self-Study Part II: Reflection, Recommendations, and Issues for Further Discussion

March/May	September/November	Convene a representative group to review, compile, and reflect on findings and recommendations from all self-study committees. Draft the Part II Report: Reflection, Recommendations, and Issues for Further Discussion.
May/June	November/December	Share the draft Part II Report with the entire faculty for comment and make appropriate revisions.

#### Prepare for Visiting Committee

Reserve hotel rooms as soon as the date for the visit is set.

Invite Chair to visit the school when his/her name is received.

Gather and organize Supplementary Materials Inventory as the self-study proceeds.

Consider inviting an outside reader to review and comment on the final draft.

Send Self-Study Report in both print and electronic versions to Visiting Committee and Commission (2 copies) one month before visit.