

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 <http://cis.neasc.org>
- Determine Self-Study Coordinator(s)
- Organize Steering Committee
- Attend Self-Study 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	<ul style="list-style-type: none"> • Faculty presentation by CIS staff person • Appoint program committees for all departments and other major programs. • Survey faculty for interest in Self-Study committees
September/October	January/February	<ul style="list-style-type: none"> • Survey parents, faculty, and students • Compile survey results for Self-Study committees • Assemble policy documents, existing plans, and handbooks for Self-Study committees • Gather statistics on enrollment (admissions and attrition) and student performance • Include all of the above in the supplementary materials
September – November	January – March	<ul style="list-style-type: none"> • Convene program committees for all departments and other major programs. Each committee should write a brief report about their area, as outlined on Page 23, 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. • Arrange for necessary financial reports and information.

Self-Study Part I: Reviewing the Standards

Fall Visit	Spring Visit	
December – February	March – June, September	<ul style="list-style-type: none"> • Appoint and convene Self-Study committees for all standards. • Each committee should review background information, complete relevant Indicator Checklist, identify issues for further inquiry, and assign research and interviews. • 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	October – November	<ul style="list-style-type: none"> • All committees share their draft reports and recommendations with the entire faculty for comment and make appropriate revisions.

Note: A smaller school may consider taking 18 months to complete the Self-Study by using one whole semester for the Program review, and two school semesters for the Standards review.

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

Fall Visit	Spring Visit	
April – May	December – January	<ul style="list-style-type: none"> • Convene a representative group to review, compile, and reflect on findings and recommendations from all Self-Study committees. • Draft Self-Study Report Part II: Reflection, Recommendations, and Issues for Further Discussion.
May – June	February	<ul style="list-style-type: none"> • Share the draft Part II 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 of Visiting Committee for a pre-visit to the school when his/her name is received.
- Gather and organize supplementary materials as the Self-Study proceeds.
- Consider inviting an outside reader to review and comment on the final draft.
- Complete Self-Study Report and attach supporting documents in the portal one month before visit, as directed in the Required Self-Study Documents and Materials.