

Timeline
NEASC Self-study
Updated September 13, 2010

2010

September 13th, 2010

Steering Meeting
Review second draft of Standards 1, 5, 7, 8, 10, 11

October 4, 2010

Steering Meeting
Review draft of Standard 4
Review second drafts of Standards 2, 3, 9

November 8, 2010

Steering Meeting
Review second draft of Standard 4 and any other drafts
Review **all projections** and Institutional Effectiveness

December 6, 2010

Steering Meeting
Review entire report as a whole

Dec 10, 2010

Committees update all data forms with actual fall 2010 enrollment and budget information, including projections.
Editor-- first draft narrative, emphasizing appraisal and projections.
Make logistical arrangements for team visit (administrative assistants).

2011

January, 2011

Retreat with faculty and staff
Campus review and comment. Copies of draft in library by January 15th. Faculty, staff, students, trustees have an opportunity to read the draft report and make suggestions. Comments are due February 15th.

February 2011

Editor writes final draft, incorporating comments from faculty, staff, trustees, and students as appropriate. Editor seeks consistent tone, emphasis on evidence, appraisal, projections. Edit to 100 pages, reduce redundancies and create a coherent narrative.
Graphic Design
Write introduction and institutional overview (president and co-chairs), and SS process (Moody)

March, 2011

Steering Committee meeting
Review final draft, incorporate comments from community
Table of Contents, Cover page, Institutional Characteristics page

April, 2011

Send draft to commission staff for comment 6 months before visit? (recommended)
(Host team chair on campus?)

April 15th-May 15, 2011

Prepare workroom with all documents.
Graphic design for report and charts, boxes, etc.

May 15-June 15th 2011

Steering Committee works with Editor to edit final version, incorporating
comments from Commission staff as appropriate.

June 15-30

Proofreading, compilation.
President revises institutional overview, summarizing achievements since writing the
self-study.

July-Aug 2011

Copying, binding, mailing report and appendices.

September 2011

Final workroom preparations.
Finalize arrangements for visitors.

November 6-9, 2011

Team Visit