

APPENDIX C

TIME LINE

September 10, 2001	Initial meeting of the Steering Committee <ul style="list-style-type: none">• Introductions• Assignments
September 2001	Steering Committee organizes and selects principal subcommittee members. Letters go out to subcommittee members.
October/March 2002	Steering Committee develops a self-study plan to submit to the Commission staff for review.
January 2002 - to May 2002	Subcommittees gather data, interview, analyze, etc., and develops initial draft of the chapter.
March 23-26, 2002	NCA Annual Convention/Chicago, Illinois
June 2002 - to August 2002	Subcommittee chairs prepare rough draft of Self-Study Chapter.
September/October 2002	Survey is prepared for distribution
November/December 2002	Survey is distributed and returned.
January- February 2003	Steering Committee writes their chapter with additional data from survey.
March 2003	Steering Committee Members meet individually with Dr. Weiner to discuss their chapter draft.
April 13-16, 2003	NCA Annual Convention/Chicago, Illinois
April 2003	Steering Committee to review and edit Self-Study Chapters
May 2003	Self-Study is put into preliminary format.
June 2003	Review Panels are established to review Self-Study Report.
June 2003	Revisions are made to the Self-Study Report.
July/August 2003	Revised Self-Study Report submitted to editors. Final Self-Study Report is completed and printed.

September 2003 Sends one complete set of evaluation materials to each member of the Evaluation Team and to the Commission staff liaison.

October 1, 2003 Higher Learning Commission (NCA) Faculty Conference (8:00 a.m. - 12:00 p.m.)

November 3, 4, & 5 The evaluation visit will take place on these dates.
2003

REVISED: MARCH 25, 2003