

Siena College

2014 Middle States Self-Study

PROPOSED TIMETABLE:

Summer 2011:

- ✓ MSCHE reminds institution of the pending self-study

Fall 2011

- ✓ Steering Committee Chair(s) and members chosen
- ✓ Steering Committee Chair(s) & Cabinet confirm its self-study model: *Comprehensive ...to reflect institution*
- ✓ Steering Committee Chair(s) & Cabinet determines types of working groups that will be needed
- ✓ Members for each working group chosen
- ✓ October 13-14: MSCHE Consultant to visit Siena and meet with Steering Committee and TBA
- ✓ October 24: MSCHE Consultant to visit Siena and meet with Cabinet
- ✓ November 9-10: Self-Study Institute attended by Steering Committee Chair(s) and TBA
- ✓ MSCHE staff liaison schedules self-study preparation visit to the institution

Spring 2012

- ✓ Draft self-study design finalized, including charge questions for working groups
MSCHE staff liaison conducts self-study preparation visit
- ✓ MSCHE staff liaison approves institution's self-study design

Summer/Fall 2012`

- ✓ Steering Committee oversees research and reporting by working groups
- ✓ Working groups involve the community (as described in the self study design-communication)
- ✓ Working groups submit reports
 - SEPT: Research, fact-finding
 - OCT: Working group narratives drafted
 - NOV: Working group narratives sent for review, follow-up research and fact finding as needed

Spring 2013

- ✓ MSCHE selects the Evaluation Team Chair and the institution approves the selection
- ✓ Evaluation Team Chair and institution select dates for team visit and for the Chair's preliminary visit
- ✓ Institution sends a copy of the self-study design to the Evaluation Team Chair
- ✓ **DRAFT of Self-Study assembled and ready for stakeholder review**
- ✓ Campus community reviews draft self-study report

Fall 2013

- ✓ Evaluation Team Chair reviews draft self-study report
- ✓ Institution's governing board reviews draft self-study report
- ✓ Institution sends draft self-study report to Evaluation Team Chair, prior to Chair's preliminary visit
- ✓ Evaluation Team Chair makes preliminary visit at least four months prior to team visit
- ✓ Institution prepares final version of the self-study report

Winter 2014

- ✓ Institution sends final report to evaluation team and to MSCHE at least six weeks prior to team visit

Spring, 2014

- ✓ Team visit
- ✓ Team report
- ✓ Institutional response

Fall 2014

- ✓ Committee on Evaluation Reports meets

Details on pp. 2-3

Working Group Narrative Reports & Preparation of Self-Study DRAFT

NOV 2012

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 Drafts Due to Co-Chairs	16 Steering Committee Meeting	17	18
19	20 Co-Chairs Read Drafts	21 Thanksgiving	22 Thanksgiving	23 Thanksgiving	24	25
26 Co-Chairs Read Drafts	27 Co-Chairs Read Drafts	28 Co-Chairs Read Drafts	29 Co-Chairs Read Drafts	30 Co-Chairs Read Drafts		

DEC 2012

M	T	W	T	F	S	S
					1	2
3 Draft Review/Revision	4 Draft Review/Revision	5 Draft Review/Revision	6c Draft Review/Revision	7 Draft Review/Revision	8	9
10 Draft Review/Revision	11 Draft Review/Revision	12 Draft Review/Revision	13 Draft Review/Revision	14 Draft Review/Revision	15	16
17	18	19 Steering Committee Meeting	20	21	22	23
24 Christmas	25 Christmas	26 Christmas	27 Christmas	28 Christmas	29	30
31 Christmas						

JAN 2013

M	T	W	T	F	S	S
	1 Christmas	2 Draft Review/Revision	3 Draft Review/Revision	4 Draft Review/Revision	5	6
7 Draft Review/Revision	8 Draft Review/Revision	9 Draft Review/Revision	10 Draft Review/Revision	11 Draft Review/Revision	12	13
14 Draft Review/Revision	15 Draft Review/Revision	16 Draft Review/Revision	17 Draft Review/Revision	18 Draft Review/Revision	19	20
21 MLK Holiday	22 Draft Review/Revision	23 Draft Review/Revision	24	25 Steering Committee Meeting	26	27
28	29	30	31			

FEB 2013

M	T	W	T	F	S	S
				1	2	3
4 Revision	5 Revision	6 Revision	7 Revision	8 Revision	9	10
11 Revision	12 Revision	13 Revision	14 Steering Committee Meeting (3pm)	15 2 nd Draft DUE	16	17
18 Draft Assembly	19 Draft Assembly	20 Draft Assembly	21 Draft Assembly	22 Draft Assembly	23	24
25 Draft Assembly	26 Draft Assembly	27 Draft Assembly	28			

MAR 2013

M	T	W	T	F	S	S
				1	2	3
4	5	6 Editorial Team Meeting	7 Editorial Team Read/Comments	8 Editorial Team Read/Comments	9	10
11 Editorial Team Revise	12 Editorial Team Revise	13 Editorial Team Meeting	14 Editorial Team Revise	15 Steering Committee Meeting (Start:12:15PM)	16	17
18 Editorial Team Revise	19 Editorial Team Revise	20 Editorial Team Meeting	21 Editorial Team Revise	22 Editorial Team Revise	23	24
25 Spring Break	26 Spring Break	27 Spring Break Editorial Team Meeting	28 Spring Break	29 Spring Break	30	31 Easter

APR 2013

M	T	W	T	F	S	S
1 Spring Break	2 Campus Reviews	3 Campus Reviews Editorial Team Meeting	4 Campus Reviews	5 Campus Reviews	6	7
8 Campus Reviews	9 Campus Reviews	10 Campus Reviews	11 Campus Reviews	12 Campus Reviews (COA Discussion)	13	14
15 Campus Reviews	16 Campus Reviews (Student Senate Discussion)	17 Campus Reviews	18 Campus Reviews	19 Steering Committee Meeting (Faculty Discussion)	20	21
22 Campus Review	23 Campus Review	24 Campus Review Editorial Team Meeting	25 Campus Review	26 Campus Review	27	28
29 Campus Review	30 Campus Review					

May 2013

M	T	W	T	F	S	S
		1 Campus Review	2 Campus Review	3 Campus Review	4	5
6 Campus Review	7	8 Editorial Team Meeting	9 Editorial Team Revise	10 Editorial Team Revise	11	12
13 Editorial Team Revise	14 Editorial Team Revise	15 Editorial Team Revise	16 Editorial Team Revise	17 Editorial Team Revise	18	19
20	21	22	23	24	25	26
27 Memorial Day	28	29	30	31	1	2

Working Groups
Co-Chairs
Steering Committee
Editorial Team
Campus Reviews*

LEFT TO SCHEDULE
 Alumni, President's Cabinet