Long Island University
Middle States Self-Study Report (2012-2013)
Timetable for Self-Study and Evaluation

Fall 2010	
November 19, 2010	University Mission Statement Committee meeting
Winter 2011	
January 28, 2011	University Mission Statement Committee meeting
Spring 2011	
April 15, 2011	Drafting & Oversight Committee meets to: - prepare for Middle States liaison visit
April 26, 2011	Middle States liaison visits University
April 26, 2011	Approval of Self-Study Design by Middle States liaison
May 17, 2011	Drafting & Oversight Committee meets to: - review Middle States liaison visit - discuss plan for identifying evidence sources and "gap" analysis - adopt updated Timetable
May 20, 2011	Submission of documents included on Inventory of Support Documents as part of Self-Study Design (Phase 1)
Summer 2011	
June - August 2011	Continue to develop SharePoint functionality, including Calendar, Tasks, collaborative writing; provide training to individuals responsible for uploading draft chapter or sub-chapter reports
June 1, 2011	Institutional Research uploads Phase 1 documents to SharePoint for access by Working Groups
July 5, 2011	Working Group Chairs review, evaluate and submit lists of evidence sources, electronic or hard copies of documents, and "gap" analysis findings to Drafting & Oversight Committee Co-Chairs (Phase 2)
July 15, 2011	"Gap" Analysis Working Group provides written feedback to Working Group Chairs

July 15 - August 31, 2011	Based on written feedback from "Gap" Analysis Working Group, Working Groups revise Phase 2 document lists, commence work, or begin to submit data requests to Institutional Research
July 15, 2011	Evidence stewards begin tagging Phase 2 documents; - Institutional Research begins uploading Phase 2 documents to SharePoint
August 15, 2011	All Phase 2 documents uploaded to SharePoint
Fall 2011	
September 1, 2011	Launch communication to University community
October 14, 2011	Drafting & Oversight Committee meets to: - discuss progress of Working Groups' research - review coverage of Middle States standards - plan strategy for addressing HEOA compliance matters
November 11, 2011	Working Groups upload draft outline for each chapter or sub-chapter to SharePoint
November 18, 2011	Drafting & Oversight committee meets to: - review draft outlines - propose next steps in preparing chapter reports
December 1, 2011	Last date for completion of new research and analysis
Winter 2012	
	Middle States selects evaluation team Chair
	University approves Chair selection
	University sends Self-Study Design to evaluation team Chair
	University and evaluation team Chair choose dates for preliminary visit and evaluation team visit
	Middle States selects evaluation team members; University approves evaluation team member selection
Spring 2012	
February 22, 2012	Working Groups upload Draft 1 of chapter reports to SharePoint
February 23 - March 2, 2012	Drafting & Oversight Committee Co-Chairs review draft chapter reports and provide feedback to Working Group Chairs

February 23 - March 15, 2012	Working Groups review draft chapter reports produced by other Working Groups
March 15, 2012	Working Groups upload Draft 2 of chapter reports to SharePoint
March 22, 2012	Drafting & Oversight Committee meets to: - review Draft 2 of chapter reports - approve strategy for integrating draft chapter reports - discuss work of University Mission Statement Committee
March 23 - April 12, 2012	Drafting & Oversight Committee Co-Chairs: - integrate draft chapter reports
March 30, 2012	University Mission Statement Committee meets to: - review and discuss draft chapter reports submitted by Working Groups to date - appoint sub-committee to draft revised mission statement
April 13, 2012	Drafting & Oversight Committee Co-Chairs: - produce Draft 1 of integrated Self-Study Report for review by Drafting & Oversight Committee, Working Groups, University Mission Statement Committee
April 14 - 26, 2012	Drafting & Oversight Committee, Working Groups and University Mission Statement Committee review Draft 1 of integrated Self-Study Report
April 27, 2012	Drafting & Oversight Committee meets to: - discuss Draft 1 of integrated Sef-Study Report - make recommendations for suggested edits
April 30 - May 10, 2012	Drafting & Oversight Committee Co-Chairs: - incorporate recommended edits into draft report
May 2, 2012	University Mission Statement Committee meets to: - discuss recommendation(s) of University Mission Statement Drafting Committee, including revised mission statement, if any
May 11, 2012	Drafting & Oversight Committee Co-Chairs: - submit Draft 2 of integrated Self-Study Report
May 14 - June 29, 2012	Working Groups, Drafting & Oversight Committtee and University Mission Statement Committee: - review and edit Draft 2 of Self-Study Report
Summer 2012	
June 12, 2012	Board of Trustees Meeting

	- approval or reaffirmation of University Mission Statement
July 2, 2012	Working Groups, Drafting & Oversight Committee and University Mission Statement Committee: - submit recommended edits to Drafting & Oversight Committee Co-Chairs
July 2 - July 13, 2012	Drafting & Oversight Committee Co-Chairs: - review and incorporate recommended edits
July 16, 2012	Drafting & Oversight Committee Co-Chairs: - submit Draft 3 of integrated Self-Study Report
August 2012	Drafting & Oversight Committee and Working Groups continue to review Self-Study Report
Fall 2012	
September 5, 2012	Fall semester begins
September 10, 2012	Drafting & Oversight Committee meets to: - approve Draft 3 of Self-Study Report prior to review by University community
September 26, 2012	Draft 3 of Self-Study Report, including revised University Mission Statement, is shared with: - University community - Board of Trustees
September 5 - October 1, 2012	Editing as needed, based on feedback from University community and Board of Trustees
October 5, 2012	Board of Trustees meeting
October 15, 2012	Self-Study Report is shared with: - Evaluation team Chair
Mid-October - mid-November 2012	Evaluation team Chair makes preliminary visit to University
December 3, 2012	Drafting & Oversight Committee meets to: - approve final Self-Study Report
December 11, 2012	Board of Trustees meeting
Winter 2013	
January 15, 2013	Final Self-Study Report is sent to: - Evaluation team - Middle States

Spring 2013	
February 1, 2013	Drafting & Oversight Committee meets to: - prepare for Evaluation team visit
March 1, 2013	Evaluation team visits University
March 15, 2013	Evaluation team issues report
March 22, 2013	Drafting & Oversight Committee meets to: - review Evaluation team visit - provide input for University response
April 1, 2013	University responds to evaluation team report
Summer 2013	
June 1, 2013	Middle States Committee on Evaluation Reports meets and makes recommendation
June 1, 2013	Middle States Commission issues statement of action on accreditation