

## HLC SELF--STUDY: TIMELINE

MONTHS OUT	MONTH YEAR	ACTIVITY	PERFORMED BY	STATUS
<b>SUMMER 2008</b>				
	Jan-08	Identified Self-Study Coordinator and Data Analyst	<b>Provost</b>	√
	Apr-08	Attend HLC self-study workshop	<b>Team Members</b>	√
	8-May	Complete HERI Faculty Survey	<b>Instnl Research</b>	√
	Jul-08	Administrative Assistant Hired	<b>Coordinator</b>	√
	Jul-08	Web site up	<b>Coordinator</b>	√
	Jul-08	Letter to Campus Offices requesting information	<b>Research Consultant</b>	√
	Aug-08	Self-Study Budget	<b>VP Finance</b>	√
	Aug-08	Self-Study Task Force created	<b>Coordinator</b>	√
	Aug-08	Report at Senior Staff/Executive Comm. Retreat	<b>Coordinator</b>	√
	Aug-08	Analysis and Summary of FacPacs from 2000	<b>Research Consultant</b>	√
	Sep-08	Preliminary Self-Study Plan and Timeline	<b>Coordinator</b>	√
	Sep-08	Create Blog on Reaccreditation	<b>Coordinator/AA</b>	√
	Sep-08	Create Data Base and Filing for Storing Documents	<b>Admin. Asst.</b>	√
<b>FALL 2008</b>				
	Sep-08	Finalize Task-Force membership/begin meeting	<b>Task Force</b>	√
	Sep-08	Orient Task Force-Read Reaccreditation Handbook	<b>Task Force</b>	√
	Sep-08	Read and Analyze Previous Self-Studies and Visits	<b>Task Force</b>	√
	Sept-Dec-08	Meet with Campus Departments and Offices	<b>Coordinator</b>	ONGOING
	Sept-Dec-08	Working Paper on the History of Reaccreditation at K	<b>Task-Force</b>	
	Sept-Dec-08	Criterion One Working Paper #3	<b>Task Force</b>	

Oct-08	Essentially Kenyon Survey	Coordinator	√
Nov-08	Essentially Kenyon Retreat	Campus	√
Nov-08	Create Staff and Administrators' Survey	Research Consultant	√
Dec-08	Administer Staff & Administrator's Survey	Research Consultant	
Dec-08	Compile and Analyze Results	Research Consultant	
Dec-08	Finalize Self-Study Design	Task Force	
Dec-08	Notify Commission of Preferred Dates, etc.	President	
<b>SPRING 2009</b>			
Feb-09	Self-Study Design Approved	Board	
Jan-May-09	Circulate drafts for Feedback	Campus	
Jan-May-09	Continue to Analyze Criteria 2-5	Task-Force	
Jan-May-09	Write Working Papers 4-7	Task-Force	
Jan-May-09	Circulate Working Papers for feedback	Campus	
Apr-08	Attend HLC self-study workshop	Team Members	
Jan-May-09	Meet with Campus Departments and Offices	Coordinator	ONGOING
Jan-May-09	Create and Administrator Remaining Surveys	Research Consultant	
<b>SUMMER 2009</b>			
June-Aug 09	Continue to Analyze Criteria 2-5	Task-Force	
June-Aug 09	Finish Working Papers 4-7	Task-Force	
June-Aug 09	Confirm Date of Visit	President	
June-Aug 09	Finish Analyzing Survey Data	Research Consultant	
<b>FALL 2009</b>			
Sep-09	Begin Draft of Final Self-Study	Task-Force	
Sept-Dec-09	Circulate Drafts for Feedback	Campus	

Sept-Dec-09	Task Force Compiles Feedback and Revises	<b>Task Force</b>
Sept-Dec-09	Collect required materials for Resource Room	<b>Self-Study Office</b>
Sept-Dec-09	Begin to Design Resource Room	<b>Self-Study Office</b>

## **SPRING 2010**

Jan-10	Task Force Compiles Feedback and Revises	<b>Task Force</b>
Feb-10	Begin editing final version	<b>Editor</b>
Feb-10	Begin design of final version	<b>Designer</b>
Mar-10	Editor compiles final version	<b>Editor</b>
Apr-10	Self-Study to Board of Trustees for approval	<b>Board</b>
Jan-May-10	Continue to work on Resource Room	<b>Self-Study Office</b>

## **SUMMER 2010**

12-Jul	Mail Self Study to HLC for final review before visit	<b>Self-Study Office</b>
	Duplicate Self-Study Report	<b>Self-Study Office</b>
	Send out set of evaluation materials	<b>Self-Study Office</b>
	Complete Resource Room	<b>Self-Study Office</b>

## **FALL 2010**

Sept 27-29	HLC TEAM VISIT	<b>Self-Study Office</b>
------------	----------------	--------------------------



