

Timeline for Ferris State's 2011 HLC Self-Study and Site Visit

2007 Milestones	Jan	Feb	Mar	Apr	May	June/July	Aug	Sept	Oct	Nov	Dec	
					Self-study coordinator is appointed and announced to university community					Steering Committee is Appointed		
2008 Milestones	Jan	Feb	Mar	Apr	May	June/July	Aug	Sept	Oct	Nov	Dec	
Criterion Committees	Criterion Committees established			CCs meet to determine sub-committee membership and begin planning			Faculty Week All CCs submit 1. Content outline 2. Known sources of data and information 3. Unclear/undesignated sources of information (we want "x" but don't know where to get it) 4. Specific questions for the campus-wide surveys	Data committee: Develops campus-wide surveys 1. faculty 2. admin 3. staff 4. students All CCs: collect add'l non-survey data / evidence		Data committee: Submits draft of campus-wide surveys	Data Committee: Prepares campus-wide surveys for distribution	
		Establish website for CC committee reports, campus announcements, etc.		First meeting of steering committee is held. Attend annual HLC conference in Chicago	Meet monthly to discuss plans and progress							Reviews and approves survey drafts Conducts listening sessions
Steering Committee							Reviews each committee's plans (#1,2,3 above)					


Communication s Committee											Campus Awareness Activity (prior to distribution of surveys)
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2009 Milestones	Jan	Feb	Mar	Apr	May	June/July	Aug	Sept	Oct	Nov	Dec
Criterion Committees	Data Committee: Distributes, collects, and tallies campus-wide surveys	Data Committee: Provides specific results to appropriate CCs. All CCs: integrate survey and non-survey data		All CCs: draft chapter materials			Faculty Week: All CCs: Submit chapter drafts to Editor and Steering Committee	Continue providing updated information as available	→		
Steering Committee	Meet monthly to discuss progress										
	Conduct listening sessions			Some representatives attend HLC annual meeting			Provide progress reports to Senate and University Community	Review drafts of all criterion committees	→		
Communication Committee	Campus Awareness Activity				Editor develops Style Guide for report		Campus Awareness Activity	Editor meets with CCs, as needed, to clarify/discuss drafts		Campus Awareness Activity	Campus Awareness Activity

Hospitality/Logistics Committee								Appoint hospitality/ logistics committee	Reserve meeting and hotel rooms		
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2010 Milestones	Jan	Feb	Mar	Apr	May	June/July	Aug	Sept	Oct	Nov	Dec
Criterion Committees											
Steering Committee	Meet monthly, as needed, to discuss progress										
	<p>Begin review of report draft</p> <p>Steering committee members participate in college-wide and functional area meetings to seek feedback.</p>	<p>Continue review of self-study Drafts</p> <p>Conduct Self-Study Review Sessions at multiple locations, including minimum of 3 extended campus locations.</p>		<p>Several attend HLC annual meeting.</p>						<p>Review revised draft</p> <p>Submit draft to VPAA and pres.</p> <p>Plan Resource Room and website presence.</p>	<p>Review report with Board of Trustees and Secure Board Resolution of Endorsement of Self-Study</p> <p>Nov.15th Submit Final draft of Report to HLC</p>
Communication Committee	<p>Editor submits drafts of chapter(s) to Steering Committee for review</p> <p>Campus Awareness Activity</p>			<p>Campus Awareness Activity</p>	<p>Editor begins formatting and final document preparation</p>		<p>Faculty Week Self-Study Report available to entire campus, Board of Trustees, and community for review and comments</p> <p>Campus Awareness Activity</p>	<p>Editor revises report, as needed.</p> <p>Activate FerrisConnect course for all campus stakeholders.</p>		<p>Campus Awareness Activity</p>	

2011 Milestones	Jan	Feb	Mar	Apr	May	June/July	Aug	Sept	Oct	Nov	Dec
Criterion Committees		Share in presentations of Criterion findings	→								
Steering Committee	Prepare for site visit. Initiate contest – e.g. 5 questions per week for 10 weeks with prize for high score on April 1.	Set up campus meetings, venues Conduct role-play interviews with key groups: Senate, UCC, Assessment Committee, President's Council, etc.	Finalize visit details, including scheduling meetings of key groups and individuals. Award "quiz" prizes.	HLC Visit: April 18-20, 2011 Post Site-visit celebration		Receive/review team's report.	Reaccreditation possibly confirmed. . . if not August, October.				
Communication Committee	Initiate third-party comment requests. Campus Awareness Activity	Advertise campus meetings and sessions		Final Campus Awareness Activities							

Hospitality/Logistics Committee	Plan "gifts" and food functions.										
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