

Loyola University Maryland
Middle States Self-Study Calendar
 July 2009

Date	Activity
2007 Winter 2007 Spring 2008	<ul style="list-style-type: none"> • Assistant Vice President, co-chair and overseer of the self-study process, attends a Middle States workshop. • President’s Cabinet chooses the Selected Topics model for Loyola’s Self-Study and decides that the topics highlighted in the Self-Study will be the Strategic Plan’s Spotlight Initiatives. • Loyola Conference, which is the Steering Committee for the Self-Study, approves the proposed model. • Loyola’s Middle States Liaison is named. • Initial Self-Study Preliminary Proposal is submitted to the Middle States Liaison. This proposal identifies the proposed selected topics, why the topics are important to the institution, which accreditation standards will be addressed by the proposed Self-Study, and what type of evidence and documentation the institution has available to substantiate compliance with those standards not addressed in the text of the Self-Study.
Summer 2008	<ul style="list-style-type: none"> • Middle States Self-Study Website is established. • Lead co-chair begins work on Document Roadmaps, which will demonstrate compliance of those standards not directly addressed in the Self-Study.
Fall 2008	<ul style="list-style-type: none"> • Chair of the Academic Senate agrees to serve as co-chair. • Lead co-chair continues work on the Document Roadmaps. • Board of Trustees endorses the initial Self-Study Preliminary Proposal at its meeting in December.
Winter 2009 Spring 2009	<ul style="list-style-type: none"> • Special Assistant to the President for Planning begins serving as co-chair and overseer of the Self-Study process. • Loyola Document Roadmaps are submitted to the Middle States Liaison for review. • Loyola Conference reviews a revised Self-Study Preliminary Proposal on 3/31/09. • Study Leaders, who will draft the Self-Study Research Questions, are selected. • Website is updated.

Date	Activity
April 2009	<ul style="list-style-type: none"> • Revised Self-Study Preliminary Proposal is submitted to Middle States. • Middle States Liaison approves Loyola’s Self-Study Preliminary Proposal.
Spring 2009 Summer 2009	<ul style="list-style-type: none"> • Oversight Committee is selected. • Question Study Leaders prepare Self-Study Research Questions and develop an annotated list of Support Documents. • Lead co-chair continues work on the Document Roadmaps. • Lead co-chair drafts the Self-Study Design Document, incorporating the work of the Question Study Leaders. • Oversight Committee meets periodically to review and provide feedback on drafts of the Self-Study Design Document, including the Research Questions and list of Support Documents.
August 2009	<ul style="list-style-type: none"> • Design Document is sent to Loyola Conference members, with a request for written feedback.
Sep. 1, 2009	<ul style="list-style-type: none"> • Loyola Conference meets to discuss and endorse the Design Document.
Sep. 14, 2009	<ul style="list-style-type: none"> • Middle States Liaison visits campus and meets with institutional constituencies, including the President, the Loyola Conference, the Student Learning Assessment Committee, other campus representatives, selected members of the Board of Trustees, and the Self-Study co-chairs. • Liaison meets with the Oversight Committee and provides detailed feedback on the Design Document.
late-Sep 2009	<ul style="list-style-type: none"> • Middle States Liaison provides additional feedback on and/or recommendations for the Design Document. • Liaison approves Loyola’s Self-Study Design Document.

Date	Activity
Fall 2009	<ul style="list-style-type: none"> • Question Study Leaders begin work on their Research Questions; gathering, reviewing, and analyzing relevant data. • Question Study Leaders consult and share their preliminary findings with relevant Study Groups, receiving feedback as appropriate. • Question Study Leaders provide the Self-Study co-chairs and the Oversight Committee with periodic reports. • Self-Study co-chairs provide regular update reports to the Loyola Conference as well as other groups, such as the Academic Senate, as appropriate.
Jan 2010	<ul style="list-style-type: none"> • Question Study Leaders submit preliminary reports to the Self-Study co-chairs. • Oversight Committee reviews the preliminary reports from the Question Study Leaders, providing feedback as appropriate. • Self-Study co-chairs report to the Loyola Conference about the preliminary reports and the Oversight Committee's feedback.
Winter 2010	<ul style="list-style-type: none"> • Question Study Leaders continue their work, incorporating feedback and suggestions from the Oversight Committee and the Loyola Conference. • Middle States selects the Evaluation Team Chair and Loyola approves the selection. • Loyola sends a copy of the Self-Study Design Document to the Evaluation Team Chair. • The Evaluation Team Chair and Loyola select dates for the team visit and for the Chair's preliminary visit.

Date	Activity
Spring 2010	<ul style="list-style-type: none"> • Question Study Leaders submit their reports at least three weeks before the end of the spring semester. • Oversight Committee reviews the reports. • Loyola Conference reviews and provides feedback on the reports at its last two meetings of the academic year. • Middle States selects members of the Evaluation Team and Loyola approves the selection.
Summer 2010	<ul style="list-style-type: none"> • Self-Study Co-Chairs work with the Oversight Committee to prepare the Self-Study, using the reports from the Question Study Leaders. • Self-Study is edited. • Draft Self-Study is circulated to the University community for review and feedback.
Fall 2010	<ul style="list-style-type: none"> • Loyola Conference reviews and provides feedback on the draft Self-Study. • Board of Trustees reviews and provides feedback on the draft Self-Study. • Loyola sends the draft Self-Study to the Evaluation Team Chair and to the Middle States Liaison. • Evaluation Team Chair reviews the draft Self-Study in preparation for a preliminary visit to the University. • Evaluation Team Chair makes a preliminary visit at least four months prior to the Team's visit and is accompanied by a Generalist Reviewer who reviews Loyola's Document Roadmaps. • Loyola finalizes the Self-Study with supporting material, using input from the Evaluation Team Chair's visit. • Self-Study is endorsed by the Board of Trustees. • Self-Study is sent to the Evaluation Team Chair and Middle States at least six weeks prior to the Middle States team visit.

Date	Activity
Spring 2011	<ul style="list-style-type: none"> • Middle States Evaluation Team visits campus, probably in March or April. • Evaluation Team Chair drafts a written Evaluation Team Report and sends it to Loyola for comment. • Evaluation Team Chair prepares a final version of the Evaluation Team Report, and sends it to Middle States and Loyola. • Evaluation Team Chair also makes a recommendation to the Commission concerning reaccreditation. • Loyola sends a written response to the Evaluation Team Report.
June 2011	<ul style="list-style-type: none"> • Middle States reviews the Self-Study, the Evaluation Team Report, the Evaluation Team Chair's recommendation, and Loyola's formal response. • Commission's action is reported in writing to Loyola within 10 business days of the June Commission hearing.