

Timetable for the Self-Study and Evaluation

The following timetable provides an overview of Loyola’s self-study schedule. The time allotted allows for preparation, participation, and review prior to submitting the Self-Study to the Evaluation Team and Middle States Commission on Higher Education. This timetable is also posted on the self-study website and will be updated periodically throughout the self-study process.

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 initiatives. • Loyola Conference recommends the proposed model to the Board of Trustees. • Board of Trustees approves the Selected Topics model. • Loyola’s Middle States Liaison is named. • Initial Self-Study Preliminary Proposal is submitted to the Middle States Liaison.
Summer 2008	<ul style="list-style-type: none"> • Middle States Self-Study Website is established. • Lead co-chair begins work on the Document Roadmap, 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. • 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. • Document Roadmap is submitted to the Middle States Liaison for review. • Loyola Conference reviews a revised Self-Study Preliminary Proposal on 3/31/09. • Working Group members, who will draft the Self-Study Research Questions, are selected.
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.

Date	Activity
Spring 2009 Summer 2009	<ul style="list-style-type: none"> • Steering Committee is selected. • Working Groups prepare Self-Study Research Questions and develop an annotated list of Support Documents. • Lead co-chair continues work on the Document Roadmap. • Lead co-chair drafts the Self-Study Design Document, incorporating the work of the Working Groups. • Steering Committee meets periodically to review and provide feedback on drafts of the Design Document, including the Research Questions.
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 Steering 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.
Fall 2009	<ul style="list-style-type: none"> • Liaison approves Loyola’s Self-Study Design Document. • Working Groups begin work on their Research Questions; gathering, reviewing, and analyzing relevant data. • Working Groups consult and share their preliminary findings with relevant resource groups, receiving feedback as appropriate. • Working Groups provide the Self-Study co-chairs and the Steering Committee with periodic reports. • Self-Study co-chairs provide regular update reports to the Loyola Conference and the Academic Senate as well as other groups, as appropriate.
Jan. 15, 2010	<ul style="list-style-type: none"> • Working Groups submit summary of work to date and selected topic analysis to the Self-Study co-chairs.

Date	Activity
Winter 2010	<ul style="list-style-type: none"> • Steering Committee reviews the summaries and analyses from the Working Groups to find adequate coverage of standards compliance and provides feedback as appropriate. • Self-Study co-chairs report to a joint meeting of the Loyola Conference and the Academic Senate about the summaries and analyses as well as about the Steering Committee’s feedback. • Working Groups continue their work, incorporating feedback and suggestions from the Steering Committee, the Loyola Conference, and the Academic Senate. • Middle States selects the Evaluation Team Chair and Loyola approves the selection. • Self-Study co-chairs report to a joint meeting of the Loyola Conference and the Academic Senate about the selection of the Evaluation Team Chair and about additional progress made by the Working Groups. • Loyola sends a copy of the Self-Study Design Document to the Evaluation Team Chair. • Evaluation Team Chair and Loyola select dates for the Team visit and for the Chair’s preliminary visit.
April 23, 2010	<ul style="list-style-type: none"> • Working Groups submit their reports to the Steering Committee.
Spring 2010	<ul style="list-style-type: none"> • Steering Committee reviews the reports. • At the last two joint meetings of the academic year, the Loyola Conference and the Academic Senate review and provide feedback on the reports. • Middle States selects members of the Evaluation Team and Loyola approves the selections.
Summer 2010	<ul style="list-style-type: none"> • Self-Study co-chairs work with the Steering Committee to prepare the Self-Study, using the reports from the Working Groups. • Self-Study is edited.

Date	Activity
Fall 2010	<ul style="list-style-type: none"> • At a joint meeting, the Loyola Conference and the Academic Senate review and provide feedback on the draft Self-Study. • Board of Trustees reviews and provides feedback on the draft Self-Study. • Board of Trustees votes to approve the Self-Study. • Loyola sends the draft Self-Study to the Evaluation Team Chair. <p>Draft Self-Study is circulated to the University community for review and feedback.</p> <ul style="list-style-type: none"> • 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 the Document Roadmap. • 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.
February 1, 2011	<ul style="list-style-type: none"> • Self-Study with supporting material is sent to the Evaluation Team Chair and Middle States at least six weeks prior to the Team visit.
Spring 2011	<ul style="list-style-type: none"> • 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’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.