

**ASC Self-Study Timeline
Writing Committee**

11/7/2005

Month-Year	Activity	Performed By	Name(s)	Due Date	Status
11/2004	HLC Conference	Provost's Office			
1/2005	<ul style="list-style-type: none"> o Steering Committee Formed o UNC Accreditation Presentation o Mission & Goals Discussions o Campus Master Plan Consultants on campus 	Provost's Office; Steering Committee; Executive Team; Facility Mgmt & Consultant			
2/2005	<ul style="list-style-type: none"> o Criterion Sub-committees established o Dr. Denton Visit (20-23) o First Draft of Mission Statement & Goals Completed 	Steering Committee; Criterion Sub-committees			
3/2005	<ul style="list-style-type: none"> o Preparation for HLC Conference o Mission Statement & Goals updated o HLC Website Established o NSSE Consultant Visit o Accreditation Theme Contest Conducted 	Steering Committee; Web Master			
4/2005	<ul style="list-style-type: none"> o HLC Conference o Mission Statement & Goals Finalized 	Steering Committee			
5/2005	<ul style="list-style-type: none"> o Steering Committee Offsite Planning Meeting o Begin Resource Room Preparations and establish processes 	Steering Committee; Director of Self Study, Library Director			
6/2005					
7/2005	<ul style="list-style-type: none"> o Draft Vision Statement, Strategic Plan and Trustee's Policy complete (Jul 29) o Non-academic department mission statements aligned to campus mission statement o BOT Retreat (14-15 Jul) 	President & Executive Team; Staff Directors			
8/2005	<ul style="list-style-type: none"> o Self-Study style and format determined o Content finalized for Assessment All-Hands (1 Aug) o Accreditation PR Plan submitted to Steering Committee (1 Aug) o Assessment Consultant on campus (Dr. Denton) 19 Aug o Faculty Assessment "All-Hands" (19 Aug) o BOT 25-26 Aug 	Writing Committee; PR Working Group (Paul Tigan, Julie Waechter, Mark Schoenecker, Faculty Senate President); Assessment All-Hands Working Group		24-Aug-2005	Completed
9/2005	<ul style="list-style-type: none"> o Mary Breslin (HLC Liaison) visit (28-29 Sept) o Follow-Up Assessment practice review (focus on Gen Ed) by Dr. Denton (dates?) o All-Campus "All Aboard" Meeting 	Steering Committee; Criterion Subcommittees			
10/2005	<ul style="list-style-type: none"> o BOT 6-7 Oct o Criterion I Draft Writeups submitted to WC o Draft SS Introduction to WC o Criterion II Draft Writeups submitted to WC 	BOT Criterion Subcommittee Criterion Subcommittee	Ed & Julie (Teri & Cheryl backup) Margery & Carol Teri & Cheryl (Ed & Julie backup)	17-Oct-2005 28-Oct-2005 31-Oct-2005	in process in process
11/2005	<ul style="list-style-type: none"> o Draft SS Introduction returned to subcommittee o Draft SS Intro returned to WC o Criterion I Draft returned to Criterion subcommittee o Draft SS Intro to Steering Committee o Criterion II Draft returned to Criterion subcommittee o Criterion I subcommittee returns Draft to WC o Draft Academic Plan Complete o BOT 10-11 Nov 	Criterion Subcommittee Writing Committee Writing Committee Writing Committee Writing Committee Criterion Subcommittee Provost's Office	WC Margery & Carol Ed & Julie (Teri & Cheryl backup) WC Teri & Cheryl (Ed & Julie backup) Teri & Cheryl (Ed & Julie backup)	4-Nov-2005 11-Nov-2005 14-Nov-2005 18-Nov-2005 28-Nov-2005 28-Nov-2005	
12/2005	<ul style="list-style-type: none"> o Finalize Campus, Alumni and Community Survey Requirements o Criterion II subcommittee returns Draft to WC o Criterion I draft to Steering Committee o SS Draft Intro returned to WC 	Steering Committee Writing Committee Writing Committee Steering Committee	Ed & Julie (Teri & Cheryl backup) WC	12-Dec-2005 12-Dec-2005 12-Dec-2005	
1/2006	<ul style="list-style-type: none"> o Criterion IV Draft Writeup submitted to WC o Criterion I draft returned to WC o Criterion I final to Julie for layout o Criterion II Draft to Steering Committee o WC meets to review deadlines 	Criterion Subcommittee Steering Committee Writing Committee	Carol & Donna (Ed & Cheryl backup) WC WC WC WC	10-Jan-2006 10-Jan-2006 16-Jan-2006 16-Jan-2006 27-Jan-2006	

**ASC Self-Study Timeline
Writing Committee**

11/7/2005

Month-Year	Activity	Performed By	Name(s)	Due Date	Status
2/2006	<ul style="list-style-type: none"> o Criterion V Draft Writeup submitted to WC o Criterion IV Draft returned to Criterion Subcommittee o Criterion II Draft returned to WC o Criterion II final draft to Julie for layout o Criterion IV draft returned to WC o IT Plan Complete (28 Feb) o BOT 9-10 Feb 	<ul style="list-style-type: none"> Criterion Subcommittee Writing Committee Steering Committee Writing Committee Criterion Subcommittee ITPC 	<ul style="list-style-type: none"> Teri & Julie (Carol & Margery back-up) Carol & Donna (Ed & Cheryl back-up) WC WC Ed & Cheryl (Carol & Donna backup) 	<ul style="list-style-type: none"> 1-Feb-2006 6-Feb-2006 6-Feb-2006 20-Feb-2006 27-Feb-2006 	
3/2006	<ul style="list-style-type: none"> o Criterion V draft returned to Criterion subcommittee o Criterion IV to Steering committee o Criterion V Draft returned to WC o Criterion V Draft to Steering committee 	<ul style="list-style-type: none"> Writing Committee Criterion Subcommittee 	<ul style="list-style-type: none"> Teri & Julie (Carol & Margery back-up) WC Carol & Margery (Teri & Julie backup) full WC 	<ul style="list-style-type: none"> 1-Mar-2006 13-Mar-2006 15-Mar-2006 29-Mar-06 	
4/2006	<ul style="list-style-type: none"> o Criterion III Draft submitted to Writing Committee o Criterion IV Draft to WC o Criterion V Draft to WC o Final Criterion IV to Julie for layout o HLC Conference (Peer Reviewers trained) TBD date o BOT 6-7 Apr 	<ul style="list-style-type: none"> Criterion Subcommittee Steering Committee Criterion Subcommittee 	<ul style="list-style-type: none"> Ed & Donna (Margery & Teri backup) WC WC WC 	<ul style="list-style-type: none"> 6-Apr-06 3-Apr-2006 19-Apr-2006 24-Apr-2006 	
5/2006	<ul style="list-style-type: none"> o Criterion III Draft back to Criterion Subcommittee o Criterion V final draft to Julie for layout o Criterion III Draft returned to WC o WC prepares summary & conclusion and assigns tasking o Criterion III to Steering Committee o Facility Master Plan Complete (30 May) 	<ul style="list-style-type: none"> Writing Committee CFO: Facilities Management 	<ul style="list-style-type: none"> Ed & Donna (Margery & Teri backup) full WC Margery & Teri (Ed & Donna backup) Carol & Cheryl full WC 	<ul style="list-style-type: none"> 1-May-2006 10-May-2006 15-May-2006 26-May-2006 29-May-2006 	
6/2006	<ul style="list-style-type: none"> o Writing Committee finalizes first draft; to Steering Committee, and Dr. Breslin (HLC Liaison) o Summary & Conclusion completed by Writing Committee; to Steering Committee, and Dr. Breslin (HLC Liaison) o Criterion III back to WC o SC & Dr. Breslin return Summary & conclusion to WC o ASC Community and ASC Off-campus sites review 1st draft of Self-Study (1 June) 	<ul style="list-style-type: none"> Writing Committee Writing Committee Steering Committee Steering Committee; Dr. Breslin; ASC Community 	<ul style="list-style-type: none"> full WC full WC full WC full WC 	<ul style="list-style-type: none"> 1-June-2006 1-June-2006 19-June-2006 22-June-2006 	
7/2006	<ul style="list-style-type: none"> o Criterion III final draft to Julie for layout o Summary & conclusion to Julie for final layout 	<ul style="list-style-type: none"> Writing Committee 	<ul style="list-style-type: none"> full WC full WC 	<ul style="list-style-type: none"> 5-July-2006 6-July-2006 	
8/2006	<ul style="list-style-type: none"> o All Semi-final Drafts returned to WC for review o Introduction to Julie for final layout o First review of self-study by WC, SC, BOT, Dr. Kolupke o All-Campus "All Aboard" Meeting 	<ul style="list-style-type: none"> Writing Committee Writing Committee Steering Committee; BOT, external reviewer 	<ul style="list-style-type: none"> full WC full WC full WC 	<ul style="list-style-type: none"> 1-Aug-2006 15-Aug-2006 29-Aug-2006 	
9/2006	<ul style="list-style-type: none"> o First review of final self-study to Writing Committee o Writing committee submits first review final draft to Julie for layout o Final review of Self-Study in layout format returned to WC, SC, BOT o Final Review to WC for assessment o Final review of self study to Julie for final revisions 	<ul style="list-style-type: none"> Steering Committee; BOT, external reviewer Writing Committee Publications 	<ul style="list-style-type: none"> full WC full WC Julie full WC full WC 	<ul style="list-style-type: none"> 12-Sep-2006 19-Sep-2006 19-Sept-2006 26-Sep-2006 29-Sep-2006 	
10/2006	<ul style="list-style-type: none"> o Final Self-Study completed and sent to Commercial Printer 	<ul style="list-style-type: none"> Publications 	<ul style="list-style-type: none"> Julie 	<ul style="list-style-type: none"> 10-Oct-06 	
11/2006	<ul style="list-style-type: none"> o Executive Summary submitted to SC o Executive Summary returned to WC o Executive Summary to Julie for layout o Completed Self-Study sent to evaluation team members and HLC Liaison (Nov 22) 	<ul style="list-style-type: none"> Writing Committee Steering Committee Writing Committee 	<ul style="list-style-type: none"> full WC full WC Julie 	<ul style="list-style-type: none"> 6-Nov-2006 22-Nov-2006 30-Nov-06 	
12/2006					
1/2007	<ul style="list-style-type: none"> o Begin Campus Preparation for HLC Visit (agenda, logistics) o Final All-Campus "All Aboard" Meeting 	<ul style="list-style-type: none"> Steering Committee 			
2/2007	<ul style="list-style-type: none"> o Site Visit 26 Feb - 28 Feb, 2007. Team arrives ASC Campus on 25 Feb 				