

Appendix B

Self-Study Timeline

HLC/NCA Accreditation Self-Study Timeline

Mar. 2003	President & DI	Appoint Self-Study Co-Chairs & Steering Committee
Apr. 2003	Steering Committee	Attends Annual Meeting in Chicago
Sep. 2003	DI & Nancy Matte	Select writers & editor
Sep. 25, 2003	Steering Committee	Meeting
Sep. 2003	Criterion Chairs	Organize & select principal subcommittees
Oct. 2003	Higher Learning Commission	Sends two-year reminder letter of scheduled evaluation to President
Oct. 2003	President	Notifies Commission of Self-Study Co-Chairs, its preferred site visit dates, & any proposed changes in Statement of Affiliation Status
Oct. 23, 2003	Steering Committee	Meeting
Nov. 19, 2003	Steering Committee	Meeting
Sep. 2003 – Feb. 2004	Steering Committee	Develops Self-Study Plan and submits to commission
Oct. 2003 – May 2004	Subcommittee Chairs	Subcommittees identify & gather data, interview, analyze, & develop draft reports for submission to Steering Committee
Mar. 27 – 30, 2004	Steering Committee	Attends HLC/NCA Annual Meeting
Apr. 14, 2004	Steering Committee	Meeting
Apr. 2004	All	HLC/NCA campus-wide awareness event
Apr. 2004	Higher Learning Commission	Notifies Phoenix College of site visit in 2006 in letter dated April 26, 2004.
May 2004	Self-Study Co-Chairs	1st Self-Study Newsletter distributed
Jun. 11, 2004	Criterion Chairs, Executive Group	Conduct Retreat
Jun. 11, 2004		Ann Roselle replaces D. Carnahan as Criterion 2 Chair.
Jul. 1, 2004		Marian Tadano retires as Dean of Instruction and is replaced by Casandra Kakar
Jul. 15, 2004		Marian Gibney replaces Marian Tadano as self-study co-chair.
Aug. 2004	President	College-wide meetings for full-time FAC (Aug.17) and adjuncts (Aug 19) include info on HLC/NCA self-study.
Aug. 16, 2004	Executive Group	Monthly Meeting
Sept. 2004	Criterion Committees	Committees resume regular meetings
Sept. 9, 2004	Executive Group	Monthly Meeting
Sept. 20, 2004	Co-Chair Gibney	Presented HLC/NCA overview at President's Roundtable meeting.
Oct. 2004	Co-Chairs	2nd Self-Study Newsletter distributed
Oct. 2004	Steering Committee	Criterion Committee composition is reviewed and reconstituted if needed. Assign administrative liaison if needed. Site team competencies identified.
Oct. 7, 2004	Executive Group	Begins discussion of team competencies for 12/04 submittal.
Oct. 13, 2004	Steering Committee	Meeting
Oct. 20, 2004	Steering Committee	Holds campus-wide awareness event
Nov. 2004	Commission	Sends one-year reminder letter to PC President, confirms dates of visit
Nov. 2, 2004	Executive Group	Finalizes team competencies to submit by November 15 deadline.
Nov. 8, 2004	President	Sends Commission information suggesting team competencies
Nov. 24, 2004	Steering Committee	Meeting
Nov. 2004	Co-Chairs	3rd Self-Study Newsletter distributed with contributions from Criterion Chairs.
Dec. 9, 2004	Executive Group	Monthly Meeting
Jan. 10, 2005		Acting President arrives
Jan. 19, 2005	Writers, Criterion Chairs, Executive group	Conduct Retreat
Jan. 2005	Commission	Confirms dates of visit & other institutional information
Jan. 31, 2005	Members of Steering Committee	Attend NCA workshop on new criteria in Minnesota
Feb. 3, 2005	Executive Group	Monthly Meeting

HLC/NCA Accreditation Self-Study Timeline, Cont.

Feb. 9	Members of Steering Committee	Minnesota debriefing
Feb. 9, 2005	Steering Committee	Meeting
Feb. 2005	Co-Chairs	4th Self-Study newsletter distributed.
Mar. 3, 2005	Executive Group	Monthly Meeting
Mar. 23, 2005	Steering Committee	Meeting.
Mar. 24 2005	Karen Solomon	HLC/NCA Staff Liaison visits PC
Apr. 9 – 12, 2005	Steering Committee	Attends HLC/NCA Annual Meeting in Chicago
Apr. 7, 2005	Executive Group	Monthly Meeting
Apr. 2005	Editors	Begin analyzing working papers from criterion committees.
Apr. 2005	Co-chairs	5th Self-Study newsletter distributed
Apr. 20, 2005	Steering Committee	All-employee meeting, 2:00p.m. – 3:00 p.m.
April 21, 2005	Steering Committee	Adjunct meeting, 5:30p.m. – 6:30 p.m.
Apr./May 2005	Co-chairs	Collect feedback related to draft of self-study report
May 4, 2005	Steering Committee	Meeting
May 5, 2005	Executive Group	Monthly Meeting
May 2005	Commission	Sends a list of proposed team members & an Evaluation Visit Summary Sheet to PC
May 2005	President	Sends comments on proposed team members to Commission
Jun./Jul. '05	Commission	Formally invites team members to participate
Jul. 2005	Executive Group	Monthly Meeting
Aug. '05	Steering Committee	Circulates & receive reactions to draft report. Teams conduct open forum. Include community leaders.
Aug. 2005	Writers/Chairs	Accountability Week Meeting with Writers and Chairs
Aug. 2005	Executive Group	Monthly Meeting
Sept. 2005	Executive Group	Monthly Meeting
Sept. '05	Co-Chairs	6th Self-Study newsletter distributed
Oct. '05	Commission	Notifies PC and team that team is complete
Oct. 2005	Executive Group	Monthly Meeting
Oct. – Dec. 2005	Site Visit Team	Chair contacts PC to make arrangements for evaluation visit
Nov. 2005	Co-Chairs	7th Self-Study newsletter distributed
Dec. 2005	Steering Committee	Hold Campus-wide awareness event
Jan. 2006	Co-Chairs	Issue press release – media, business journals, newsletters
Jan. 2005	Co-Chairs	Send announcement and letter inviting 3rd party comment to local and county municipal entities; service area state reps; PC community partners.
Jan. 2006	Co-Chairs	Complete duplication of Self-Study Report, etc. & prepares for visit
Jan. 2006	Co-Chairs	Continue preparations for site visit
Jan. 2006	Steering Committee	Hold Campus-Wide awareness event
Jan. 2006	Executive Group	Monthly Meeting
Feb. 2006	Co-Chairs	Send one complete set of evaluation materials to each member of the Evaluation Team and to the Commission staff liaison
Feb. 2006	Commission	Sends materials for visit, including Worksheet for the Statement of Affiliation Status to team and PC
Feb. 2006	Executive Group	Monthly Meeting
Feb. 2006	Co-Chairs	8th Self-Study newsletter distributed
Mar. 2006	Executive Group	Monthly Meeting
Apr. 10 – 12, '06	All	Evaluation visit takes place
Apr. 2006	EVERYONE	Post-Visit Celebration!