

## Self-Study Report Timeline Suggested Activities and Milestones

| Month            | Week(s) | Activities to be Completed   | Milestone  |
|------------------|---------|--|--|
| <i>September</i> | 3       | ~ Participation in Program Review Training Workshop.   |  |
| <i>October</i>   | 1 & 2   | ~ Initial Self-study meeting should be scheduled.<br>~ Start prepping information for 1st two self-study components.   |  |
|                  | 3 & 4   | ~ Initial Self-study meeting should take place.  | ~ "Office Overview" & "Office Mission, Goals, and Objectives" should be drafted by <b>end of October</b> .<br>~ Data needs for self-study should be solidified.  |
| <i>November</i>  | 1       | ~ Second self-study meeting should be scheduled.<br>~ Gather data needed for "Outcomes Assessment" and "Customer Analysis" components.                                       |  |
|                  | 2       | ~ Second self-study meeting should take place.   |  |
|                  | 3       | ~ Analyses should be conducted for "Outcomes Assessment" and "Customer Analysis".  | "Outcomes Assessment" and "Customer Analysis" components should be drafted by <b>end of November</b> (No later than the beginning of December)   |
|                  | 4       | <b>Thanksgiving Week</b>   |  |
| <i>December</i>  | 1       | ~ Third self-study meeting should be scheduled.<br>~ Collect information for "External Partnerships and Collaborations" & "Personnel, Facilities, and Resources" components. |  |
|                  | 2 & 3   | ~ Third self-study meeting should take place.  | First Draft of Self-study report should be submitted to OIRA and Divisional Liaison by the <b>end of December</b> . Draft should include all components <i>except</i> the SWOT Analysis and Future Directions/ Recommendations |
|                  | 4 & 5   | <b>Holiday Time</b>  |  |
| <i>January</i>   | 1 & 2   | ~ OIRA and Divisional Liaison will review self-study first draft.  |  |
|                  | 3       | ~ Fourth self-study meetings should be scheduled.<br>~ OIRA Liaison will return first draft with comments/edits.   |  |
|                  | 4       | ~ Fourth self-study meeting should take place.   | ~ OIRA Liaison and director will discuss feedback pertaining to returned first draft.<br>~ SWOT Analysis and Future Directions/ Recommendations will be discussed.   |

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|                 |       |   |   |
|-----------------|-------|---|---|
| <i>February</i> | 1 - 4 | ~ "SWOT Analysis" and "Future Directions/Recommendations" will be drafted based on conversation from prior meeting.                               | Second self-study report draft should be submitted to OIRA and divisional liaisons by end of February including the "SWOT Analysis" and "Future Directions/ Recommendations" components as well as any changes made to the previous components. |
| <i>March</i>    | 1 - 2 | ~ OIRA and Divisional Liaison will review self-study second draft.  |   |
|                 | 3     | ~ OIRA Liaison will return second draft with comments/edits.<br>~ Fifth self-study meeting should be scheduled (if needed).                       |   |
|                 | 4     | ~ Fifth self-study meeting should occur ( <b>if needed</b> ).   | Directors will complete changes and edits to self-study report and draft the "Executive Summary" by the <b>end of March</b> .   |
| <i>April</i>    | 1 - 2 | ~ Sixth self-study meeting should be scheduled (if needed).<br>~ "Executive Summary" will be submitted to OIRA and divisional liaison for review. |   |
|                 | 3 - 4 | ~ Sixth self-study meeting should occur (if needed).<br>~ OIRA Liaison will return "Executive Summary" with comments/edits.                       | Directors will finalize their self-study report and prepare them for submission to the divisional Vice President.   |
| <i>May</i>      | 1 - 2 | Self-study Final Report is submitted to divisional Vice President.  |   |