

BLOOMSBURG UNIVERSITY - MIDDLE STATES SELF-STUDY TIMELINE

2016-2017			
IMPLEMENTATION DATE	TASKS	PARTICIPANTS/PERSONS RESPONSIBLE	DELIVERABLES/OUTCOMES/COMPLETION DATE
May 2016	Identification of chair(s), steer work group, and support staff	Dr. Soltz, Dr. Blake, Dr. Jones, and Mrs. Debbie Mucci	List of Co-Chairs and Steering Work Group Members identified & draft timeline completed
June/July 2016	Organizational Meeting Identification of MSCHE Standards Sub-Working Groups	OPA & Co-chairs	Establishment of work group structure MSCHE Standards Sub-Working Groups formed
August 2016	President sends invitation letters to Steering Work Group Members	President Soltz Invited Work Groups Members	Formation of the Steering Work Group
September 13, 2016	Initial charge to the Steering Work Groups	President Soltz	Charge Received and Working Dinner
September-December	MSCHE Steering Working Groups develop components of the Standards Documentation Roadmap for inclusion in the BU Self-study Design.	Leader Team, Sub-working Group Co-chairs, Standards Sub-working Groups	Draft of the Documents Roadmap to include documents identified and needed
October 31, 2016	Attendance at the Institutional Self-Study Institute (Fall MSCHE Workshop) Schedule & prepare presentations	Lead Chair and Co-Chairs	Present findings to Steering Work Group & MSCHE Standards Sub-Working Groups members. Presentation to the PAC, Academic Leadership Council, BUCC, Forum
November 9, 2016	Campus Visit by Heather Perfetti (MSCHE Liaison) – On-campus Training	MSCHE Liaison OPA Steering Work Group (Campus-wide participation)	Confirmation of date, travel arrangements, room reservations, Itinerary for MSCHE liaison, budgetary logistics
December 7-9, 2016	Attendance at the Annual MSCHE Conference, Philadelphia, PA	Lead Chair, Co-chairs, Jerrold Harris, Compliance Coordinator, Debra Mucci <i>(Highly recommend Steering Work Group attendance)</i>	Utilization of conference materials and knowledge to produce BU Self-study.
January 2017	President and Provost are notified regarding the Spring Visit from the Middle States Liaison	President & Provost	Communicate information to the Lead Chair & Co-chairs
March 2017	Submit draft of Self-study Design to MSCHE liaison	Provost & OPA	Self-study Design sent on due date.
March/April 2017	Campus Visit by Heather Perfetti (MSCHE Liaison) – To approve the Self-Study Design	MSCHE Liaison OPA Steering Work Group	Completion & approval of Self-study Design

	She will talk with Board Members, Faculty, Staff & Students, Steering Work Group	(Campus-wide participation)	
June 2017	Self-Study Design revisions must be completed with approval from MSCHE	Lead Chair & Co-chairs	Self-study Design sent on due date.

2017-2018 (Additional details to be determined.)			
IMPLEMENTATION DATE	TASKS	PARTICIPANTS/PERSONS RESPONSIBLE	DELIVERABLES/OUTCOMES/COMPLETION DATE
August 2018	Steering Work Group Co-chairs meet to identify/gather necessary documents (including documentation for Compliance Report)	OPA Co-chairs Steering Work Group	OPA Co-chairs Steering Work Group
September – November 2017	The Working Groups review data, conduct interviews and meet with the Steering Work Group	OPA Co-chairs Steering Work Group MSCHE Standards Sub-Working Group Members	Draft of the MSCHE Self-study Report completed
December 2017	Progress updates due to Co-chairs	Steering Work Group MSCHE Standards Sub-Working Group Members	Submission of written drafts
January 2018	First drafts of Standards from Working Groups submitted to Co-chairs & feedback obtained	OPA Co-chairs Steering Work Group MSCHE Standards Sub-Working Groups Members	Submission of written drafts
January – May 2018	President and Provost will receive information on the MSCHE Visiting Team Chair	Dr. Soltz & Dr. Blake	Information disseminated to OPA and Co-Chairs
April 2018	Second drafts from the Working Groups are submitted to the Self-study Co-chairs	Steering Work Group MSCHE Standards Sub-Working Groups	Submission of written drafts
April 2018	Vetting of Self-Study with Campus	OPA Co-chairs	Middle States web site Open Forums
May/June 2018	Co-chairs complete Self-study based on drafts by Working Groups	OPA Co-chairs	Completion of the Self-study draft

2018-2019 (Additional details to be determined.)			
IMPLEMENTATION DATE	TASKS	PARTICIPANTS/PERSONS RESPONSIBLE	DELIVERABLES/OUTCOMES/COMPLETION DATE
August-September 2018	Review and campus-wide discussion of Self-study, revisions made as necessary based on feedback	OPA Co-chairs	Vetted with campus community
August-September 2018	Begin preparation of the Verification of Compliance Report	Institutional Compliance Program Coordinator	Draft of Verification of Compliance Report submitted to VP by 9/30
October 2018	Second Draft of Self-study generated & distributed	OPA Lead Chair, Co-chairs	Draft disseminated for comments and revision
October/November 2018	Final Draft submitted to Visitation Team Chair	Lead Chair & Co-chairs	Feedback & guidance from Visitation Team Chair
November 2018	Preliminary visit by Team Chair & feedback on Self-study draft	Lead Chair, Co-chairs & OPA	Draft sent to Team Chair 2 weeks prior to visit
December 2018	Verification of Compliance Report due	Institutional Compliance Program Coordinator	Report submitted on time
December 2018- January 2019	Edits & revisions to Self-study based on feedback from the Team Chair occurs	Lead Chair & Co-chairs	Revision to Self-study Report completed
February 2019 (Depending on Visitation Team Campus Visit date)	Final version of the Self-study Report produced & submitted to MSCHE (2 copies) & Visitation Team (hard & electronic copies)	Provost	6 weeks prior to visit - Final Self-study Report submitted (based on when the Visitation Team visit is)
February 2019	Dissemination of final Self-study Report	Lead Chair, Co-chairs & OPA Marketing & Communications	Communication with the campus community
February/March 2019	Visitation Preparation	Lead Chair, Co-chairs & OPA	Confirmation of date, travel arrangements, room reservations, Itinerary for MSCHE liaison, budgetary logistics
March/ April 2019	Campus visit by MSCHE Visitation Team (Include representative from PASSHE)	President Provost OPA Lead Chair, Co-chairs Steering Work Group MSCHE Standards Sub-Working Groups Campus-wide	Team Report & Oral Exit Report by MSCHE Visitation Team
April/May 2019	Writing of the Institutional Response	Lead Chair, Co-chairs	Submission of Institutional Response Report sent to the Middle States Commission
May/June 2019	Submission of Final Report	Provost OPA	TBD