

**SELF-STUDY TIMETABLE FOR 05-06 REACCREDITATION OF MICHIGAN
STATE UNIVERSITY WITH SPECIAL EMPHASIS SELF-STUDY ON
INTERNATIONALIZING MSU**

Months	Activity	Person(s) Responsible
Oct-Nov 2003	<ul style="list-style-type: none"> ▪ Select a chair for proposed special emphasis Self-Study (S-S) ▪ Select chair(s) for comprehensive S-S ▪ Select and organize S-S committees (one for special emphasis and one (with overlap) for comprehensive) 	<ul style="list-style-type: none"> ▪ Provost
Nov-Dec 2003	<ul style="list-style-type: none"> ▪ Discuss the re-accreditation and proposed special emphasis S-S with the MSU Board of Trustees, Council of Deans and Executive Council of Academic governance 	<ul style="list-style-type: none"> ▪ Provost ▪ President
Jan-Feb 2004	<ul style="list-style-type: none"> ▪ Discuss the special emphasis S-S topic and proposed timetable with the Council of Deans 	<ul style="list-style-type: none"> ▪ Provost ▪ S-S chairs
March 2004	<ul style="list-style-type: none"> ▪ Convene S-S committees, assign tasks 	<ul style="list-style-type: none"> ▪ S-S chairs
March 2004	<ul style="list-style-type: none"> ▪ Attend the HLC/NCA workshop in Chicago 	<ul style="list-style-type: none"> ▪ S-S chairs, select faculty, institutional data personnel
March 2004	<ul style="list-style-type: none"> ▪ Develop data coordination plan with Office of Planning and Budgets 	<ul style="list-style-type: none"> ▪ Comprehensive S-S Chairs
April 2004	<ul style="list-style-type: none"> ▪ Campus administrator workshop on reaccreditation process 	<ul style="list-style-type: none"> ▪ S-S chairs
May 2004	<ul style="list-style-type: none"> ▪ Review 1995 NCA report 	<ul style="list-style-type: none"> ▪ Comprehensive S-S chairs, Provost
May 2004	<ul style="list-style-type: none"> ▪ Coordinate special emphasis self-study activities with other on-going review processes 	<ul style="list-style-type: none"> ▪ S-S chairs
May 2004	<ul style="list-style-type: none"> ▪ Begin data collection for special emphasis S-S committee and comprehensive S-S committee ▪ Identify existing data sources and any related gaps 	<ul style="list-style-type: none"> ▪ Special emphasis S-S committee
May 2004	<ul style="list-style-type: none"> ▪ 3 day retreat of special emphasis S-S faculty and student committee, including special guests related to internationalization, comprehensive S-S team members, and appropriate administrators: Assign individual tasks, gather data 	<ul style="list-style-type: none"> ▪ S-S committee

July 2004	<ul style="list-style-type: none"> ▪ Begin website development 	<ul style="list-style-type: none"> ▪ S-S Webmaster and S-S chairs
July 2004	<ul style="list-style-type: none"> ▪ Work with Vice President for Finance and Operations (and staff) re: policies procedures related to the Criteria for Accreditation. 	<ul style="list-style-type: none"> ▪ Comprehensive S-S chairs
July 2004	<ul style="list-style-type: none"> ▪ Analyze data, write draft subject-matter papers for special emphasis S-S 	<ul style="list-style-type: none"> ▪ S-S Committee
August 2004	<ul style="list-style-type: none"> ▪ 3 day retreat to integrate subject-matter papers with other on-going review process data. 	<ul style="list-style-type: none"> ▪ Self-study committees
August 2004	<ul style="list-style-type: none"> ▪ Take website live as a “working site” 	<ul style="list-style-type: none"> ▪ S-S chairs, webmaster ▪ Provost
August 2004	<ul style="list-style-type: none"> ▪ Review timetable and progress with Board of Trustees (Summer retreat) 	<ul style="list-style-type: none"> ▪ Provost
Sept-Oct 2004	<ul style="list-style-type: none"> ▪ Public Announcement at Academic Council Meeting ▪ Complete discussion draft of special emphasis S-S paper 	<ul style="list-style-type: none"> ▪ Provost ▪ Special emphasis S-S chair
Oct-Feb. 2005	<ul style="list-style-type: none"> ▪ Activate series of open forums for students, faculty, administrators, stakeholders 	<ul style="list-style-type: none"> ▪ S-S outreach coord. ▪ S-S chairs
Sept 2004-March 2005	<ul style="list-style-type: none"> ▪ Discussions with appropriate governance committees 	<ul style="list-style-type: none"> ▪ S-S chairs, Provost
October 2004	<ul style="list-style-type: none"> ▪ Consult with HLC/NCA re: team chair 	<ul style="list-style-type: none"> ▪ S-S chairs, provost, consultants
Dec 2004-Sept 2005	<ul style="list-style-type: none"> ▪ Write first draft of Comprehensive S-S 	<ul style="list-style-type: none"> ▪ S-S Committee
February 2005	<ul style="list-style-type: none"> ▪ Begin T-12 campus-wide communication update via e-mail 	<ul style="list-style-type: none"> ▪ S-S Chair
March 2005	<ul style="list-style-type: none"> ▪ Attend HLC/NCA meeting in Chicago 	<ul style="list-style-type: none"> ▪ S-S chairs
May 2005-	<ul style="list-style-type: none"> ▪ Integrate special emphasis S-S into the draft comprehensive S-S ▪ Examples of evidence from all units ▪ Develop HLC database of unit examples (>1000 examples included) 	<ul style="list-style-type: none"> ▪ S-S chairs ▪ S-S Committee ▪ S-S Committee
August 2005	<ul style="list-style-type: none"> ▪ Final draft of special emphasis self-study 	<ul style="list-style-type: none"> ▪ Provost, President

Sept 2005	<ul style="list-style-type: none"> ▪ Circulate draft of special emphasis S-S to campus 	<ul style="list-style-type: none"> ▪ S-S chairs
October 2005	<ul style="list-style-type: none"> ▪ Circulate draft to campus, general public ▪ Invite comment ▪ Pre-visit by team Chair and HLC staff 	<ul style="list-style-type: none"> ▪ S-S chairs, webmaster ▪ HLC/NCA committee
Oct-Nov 2005	<ul style="list-style-type: none"> ▪ Final discussions with governance groups, other stakeholders 	<ul style="list-style-type: none"> ▪ S-S committee
Nov 2005	<ul style="list-style-type: none"> ▪ Discussion of final comprehensive S-S draft through MULTI ▪ Third Party Comment Public Announcement ▪ Discussion of final draft and recommendations with Council of Deans 	<ul style="list-style-type: none"> ▪ S-S committee ▪ S-S Chairs
Nov-Dec 2005	<ul style="list-style-type: none"> ▪ Review of final draft with BOT, Council of Deans, Academic Council 	<ul style="list-style-type: none"> ▪ S-S chairs, Provost
Nov-Dec 2005	<ul style="list-style-type: none"> ▪ Prepare Executive Summary of report 	<ul style="list-style-type: none"> ▪ Comprehensive S-S chairs
Nov-Dec 2005	<ul style="list-style-type: none"> ▪ Finalize website 	<ul style="list-style-type: none"> ▪ Webmaster, S-S chairs
Nov-Jan 2006	<ul style="list-style-type: none"> ▪ Prepare agenda for site team visit ▪ Organize logistics for team visit 	<ul style="list-style-type: none"> ▪ Comprehensive S-S Committee
Feb 27- March 1, 2006	<ul style="list-style-type: none"> ▪ Site team visit 	<ul style="list-style-type: none"> ▪ S-S Committee
April-May 2006	<ul style="list-style-type: none"> ▪ Debrief questions and comments on internationalization from the Evaluation/Consultant team 	<ul style="list-style-type: none"> ▪ S-S Committee ▪ International Studies and Programs
June-July 2006	<ul style="list-style-type: none"> ▪ Respond to 1st draft report from evaluation team 	<ul style="list-style-type: none"> ▪ S-S Committee ▪ Provost
Fall 2006	<ul style="list-style-type: none"> ▪ Initiation, Implementation and Planning for “Boldness by Design” Strategic Plan 	<ul style="list-style-type: none"> ▪ President, Provost