

**Appendix A
SACS Self-Study Calendar**

Completion Date	Activity	Initiation Date
Completed	Identify key self-study leadership personnel	June 10, 1998
Ongoing	Consult with commission staff	August 10-15, 1998
Completed	Notify and inform institutional constituencies Regarding the initiation of the self-study	August 17-21, 1998
Completed	Review past institutional materials related to accreditation activities and current commission documents	June 16, 1998
Completed	Identify institutional resources (budget requests have to be submitted for 2000 and 2001)	June 16, 1998
Completed	Appoint Steering Committee	August 18, 1998
Completed	Appoint principal committees	August 18, 1998
Completed	Review the adequacy of the institution's purpose	August 18, 1998
Completed	Determine issues to be examined during the self-study	August 18, 1998
Completed	Prepare for staff kick-off visit	November 21, 1998
Completed	Audit institutional effectiveness systems	August 21, 1998
Completed	Kick-off visit	
Completed	Conduct orientation meetings for principal committees	February 25, 1999

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Completion Date	Activity	Initiation Date
Completed	Activate principal committees	February 25, 1999
Completed	Collect, organize, and publish institutional reference data	January 25, 1999
Completed	Review preliminary reports regrading institutional purpose and effectiveness	November 30, 1998
Completed	Formulate Self-Study Plan and forward to Commission staff	September 30, 1998
Completed	Formulate self-study manual	January 5, 1999
Completed	Develop and distribute editing/writing guidelines	January 5, 1999
Completed	Initiate the Self-Study	
On-going	Administer surveys	May 6, 1999
On-going	Compile survey results	May 1, 1999
October 29, 1999	Initial department/unit reports due to principal committees	May 6, 1999
December 10, 1999	Forward preliminary reports from principal committees to steering committee for review and action	November 1, 1999
February 15, 2000	Final departmental and unit reports due to principal committees	December 10, 2000
March 15, 2000	Principal committee reports due to Steering Committee	February 15, 2000
On-going	Continue committee work as necessary following Steering Committee review	January 15, 2000

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Feb./March, 2000	Complete and forward progress report to commission staff	January 1, 2000
July 31, 2000	Complete first draft of self-study report	May 1, 2000
July 31, 2000	Develop follow-up plan to the self-study report	May 1, 2000
August 31, 2000	Begin preliminary planning for committee visit	
October 1, 2000	Conduct an institution-wide review of the draft of the self-study report	August 22, 2000
November 15, 2000	Compile the final self-study report	October 1, 2000
November 30, 2000	Complete and distribute locally the self-study report	November 15, 2000
February 1-5, 2001	Send copy of self-study report to committee Chair prior to his/her preliminary visit	
March 15, 2001	Develop addendum to self-study report	October 1, 2000
February 19-25, 2001	Receive preliminary visit by visiting committee Chair	
February 19-25, 2001	Complete planning arrangements for committee visit	
Upon Request	Mail self-study and other materials to committee members and Commission on Colleges	
April 1, 2001	Inform the institutional community of the purpose and activities of the visiting committee while on campus	
April 23-26, 2001	Host visiting committee on campus	
May 1, 2001	Review draft of visiting committee report for errors of fact	

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September 15, 2001	Receive and respond to recommendations cited in the final visiting committee report	
September 15, 2001	Implement plan for follow-up of all non-Criteria related recommendations stemming from the self-study process	