

## STRUCTURE AND PROCESS OF THE ASU SELF-STUDY

Presented below is an overview of the structure and process of the self-study presented at the faculty forum.

### **Structure of the Self Study**

Presented below is a brief summary of the responsibilities of the Steering Committee and the five principal committees. For a more thorough explanation of committee responsibilities see the appropriate pages of the *Augusta State University Self-Study Plan and Manual*.

#### **Steering Committee** (Robert Johnston, Chair)

Page 7 of the *Self-Study Plan and Manual*

- Oversees the entire self study process
- Responds to Sections I & II of the Criteria
- Writes the final self study report
- Oversees the SACS site visit
- Responds to recommendations from the Visiting Committee report

There are four principal committees that have responsibility for sections III, IV, V, and VI of the *Criteria*. A more detailed description of the responsibilities of these four principal committees is located on pages 10 and 11 of the *Self-Study Plan and Manual*.

#### **Institutional Effectiveness Committee** (Ray Whiting, Chair)

- Is responsible for Section III of the Criteria
- Reviews Department/Unit reports of Section III & makes recommendations for improvement
- Drafts the Institutional response to Section III of the Criteria

#### **Educational Programs Committee** (Richard Harrison, Chair)

- Is responsible for Section IV of the Criteria
- Reviews Department/Unit reports of Section IV & makes recommendations for improvement
- Drafts the Institutional response to Section IV of the Criteria

#### **Educational Support Services Committee** (Roxanne Bustos, Chair)

- Is responsible for Section V of the Criteria
- Reviews Department/Unit reports of Section V & make recommendations for improvement
- Drafts the Institutional response to Section V of the Criteria

#### **Administrative Processes Committee** (Mary Davis, Chair)

- Is responsible for Section VI of the Criteria
- Drafts the report of Section VI & make recommendations for improvement
- Drafts the Institutional response to Section VI of the Criteria

#### **Editorial Committee** (Jim Garvey)

The members of the Editorial Committee are the principal committee editors with Jim Garvey as final editor. The responsibilities of the principal committee editors are on page 12 of the *Self-Study Plan and Manual*, and the responsibilities of the editor (Editorial Committee) are on page 6 of the *Self-Study Plan and Manual*.

## **Additional Sub-Committees as Deemed Necessary By Steering Committee**

Student Success Survey  
Site Visitation Committee

### **Self-Study Process with Important Dates**

Presented below is a brief overview of the self-study process with important dates. This overview does not include the processes that have already been completed. The overview begins with the department/unit draft reports due October 30, 1999. The principal committees and departments/units are working to meet this deadline.

October 30, 1999: Departments/units submit their initial draft reports to the Steering Committee. Departments/units should deliver to the ASU SACS Self-Study Office the following:

**Three** written copies and **one** disk copy of their draft reports following the guidelines on pages 22 and 23 of the **Self-Study Plan and Manual**.

October 30, 1999 through December 10, 1999: Principal committees review, evaluate, and make recommendations on department/unit reports. The committees draft and submit an interim self-study report to the Steering Committee on December 10, 1999. Departments/units should begin to address the recommendations from the principal committees. All departments/units will receive recommendations from the Institutional Effectiveness Committee. Educational programs (academic departments/units) will receive additional recommendations from the Educational Programs Committee. Educational support departments/units will receive additional comments from the Educational Support Committee, and administrative departments/units will receive additional comments from the Administrative Processes Committee. Each principal committee will review, evaluate, and make recommendations only on their assigned sections of the *Criteria*.

December 10, 1999 through February 26, 2000: The Steering Committee will review principal committee reports and draft and submit an interim progress report to SACS Commission on Colleges. They will also provide feedback to the principal committees on their reports.

February 15, 2000: Departments/units submit to the ASU SACS Self-Study Office their final reports. They must submit three written and one disk copy of the report.

February 16, 2000 through March 15, 2000: Principal committees review department/unit final reports and submit their final reports to the Steering Committee.

March 16, 2000 through July 31, 2000: The Steering Committee will review principal committee reports and prepare with the Editorial Committee a draft of the Institution's Self-Study Report.

August 1, 2000 through October 1, 2000: Conduct an institution-wide review of the draft self-study report.

October through November 30, 2000: Complete and distribute locally the final self-study report.

November 30, 2000: Departments/units submit information for the Addendum. This would consist of any **must** statements the department/unit came into compliance with since the submission of their final report, follow-up on any proposals the department/unit addressed in their reports, and any substantive changes that may have occurred in the departments/units programs, activities, and functions since submission of their final report.

December, 2000 through January 30, 2001: Steering Committee prepares the final report and submits it to SACS and the Visiting Committee Chair.

December, 2000 through February 28, 2001: Steering Committee prepares and submits Addendum to the Visiting Committee.

March 1, 2001 to March 16, 2001: Preliminary visit from Visiting Committee Chair (6 to 8 weeks prior to site visit).

April 23-26, 2001: Host Visiting Committee on campus. The Visiting Committee will randomly talk with faculty, administrators, staff, and students during the site visit in addition to their scheduled meetings. The university community should make special efforts to be available on campus during the site visit.

April 27 through September 30, 2001: There are three major tasks following the site visit. The first is a review of the Visiting Committee's draft report for errors of fact and submit corrections. The second task is to receive and respond to recommendations cited in the Visiting Committee's final report. The third task is to implement a plan for the follow-up of all non-**Criteria** related recommendations stemming from the self-study process. While the Steering Committee will oversee the three tasks, various departments/units may have to provide the information necessary to respond to recommendations.