

Self-Study Timetable

DATE	ACTIVITIES AND MILESTONES
2020	
October	Leadership team attends MSCHE (Middle States Commission on Higher Education) Self-Study Institute
December	Leadership team debriefs and creates steering committee, discusses institutional priorities, intended outcomes of the self-study, organizational structure of the steering committee and working groups Provost and Co-Chairs invite members of the Steering Committee to join
2021	
January	Co-Chairs finalize Steering Committee and Working Group charges Co-Chairs draft self-study design document
February	Membership for 10 Working Groups finalized
March	Self-Study Design submitted to MSCHE Working Groups meet to identify existing evidence that supports MSCHE standard along with gaps in evidence to support standard. They will consider what story they will tell through their chapter, and what programs, processes, and achievements they will highlight. Co-Chairs of Steering Committee visit campus organizations and groups to discuss self-study process (Faculty Senate, HEO Council, Provost’s Advisory Committee, College Council)
April	Commission Liaison, Visits John Jay for Self-Study Prep Visit Working Groups submit outlines of their chapters that show how information about the College’s priorities will be interwoven into discussion of the standard.
May	Steering Committee return Working Groups’ chapter outlines with comments, ideas, and evidence suggestions.
June	Revisions and Acceptance of Self-Study Design by MSCHE
August	Last week of August, Working Groups gather for retreat to kick off year of self-study
September	Working Groups begin drafting chapters
December	Working Group Draft Chapters Due to Steering Committee

2022	
January	Self-Study Evaluation Team Chair Chosen, Visit Dates Chosen, Accepted Self-Study Design sent to Self-Study Evaluation Team Chair Steering Committee returns chapter drafts to Working Groups with comments
February	Working Groups Revise and Resubmit Chapters Self-Study Draft compiled and edited by Co-Chairs of Steering Committee
March	Draft Self-Study posted for comment and shared with campus community (Co-Chairs visit President's Leadership Council, Faculty Senate, HEO Council, PAC, and College Council)
September	Self-Study finalized Compliance report finalized
November	Self-Study Evaluation Team Chair's preliminary visit
December	Self-Study finalized based on team chair's feedback, shared with campus
2023	
February	Final Self-Study Report, Verification of Compliance, and Evidence Inventory uploaded to MSCHE portal
April	MSCHE Evaluation team visit to John Jay
May	College receives MSCHE Team Report John Jay Steering Committee prepares Institutional Response
June/November	Commission meets to determine accreditation action (visits conducted after April 15 are acted on by Commission at November meeting)