

## TIMELINE

### October 2010 Higher Learning Commission Comprehensive Visit

Prior to the Visit			
Step Completed	Date	What We Do	What the HLC Does
✓	October, 2007	Appoints self-study steering committee	Sends three-year reminder letter to WMU reminding it of scheduled evaluation (September)
✓		Initiates planning of self-study process	
✓	October 2007-April 2008	Notifies HLC of self-study coordinator, preferred visit dates, proposed changes to SAS	Sends Annual Meeting information and registration packets to WMU (December)
✓	October 2008-October 2009	Self-study steering committee develops a self-study plan and submits it to HLC staff liaison	Staff liaison reviews the plan and provides feedback to WMU
✓		Steering committee organizes and selects principal subcommittees	Staff liaisons make presentations on self-study and other topics, meet with organizations at the Annual Meeting
✓		Subcommittees gather data, conduct interviews, analyze, and develop draft reports for submission to steering committee	Sends two-year letter from staff liaison
✓		Participates in Workshop on Self-Study and other Annual Meeting programs (March/April)	
✓	April-October 2009	WMU sends information to HLC suggesting desired peer-review team competencies	HLC sends one-year reminder letter to WMU (September)
✓		WMU confirms date of visit and other organizational information	HLC confirms date of visit and other organizational information
✓	April 17-21, 2009	HLC 2009 Annual Meeting	HLC staff liaison presents on self-study, new "Pathways to Accreditation" model, other topics
✓	August 31, 2009	Steering committee reviews subcommittees' completed data-identification templates	
✓	September 1, 2009	Data requests go forward from provost's office	
✓	October 1, 2009	Deadline for WMU units to submit data	
✓	October-December 2009	Steering committee reviews units' submissions and coordinates follow-up requests for missing or incomplete data	
✓	December 1, 2009	Subcommittees submit completed draft reports to steering committee	HLC sends Annual Meeting information and registration packets to WMU
✓	January-March, 2010	Report writer compiles self-study report	HLC sends list of proposed team members and Evaluation Visit Summary Sheet to WMU
✓		WMU sends comments on proposed team members to HLC	HLC formally invites team members to participate
✓	February 12, 2010	Steering committee circulates draft report	
✓	February 25 and March 9, 2010	Open meetings for public comment on draft report, Martin Luther King Jr. Room - Bernhard Center	
✓	April 9, 2010	Subcommittees submit final revisions to report writer	
✓	April 9-13, 2010	HLC 2010 Annual Meeting	HLC staff liaison presents on self-study, "Pathways," and other topics
✓	May 12, 2010	University Relations completes report stylizing and formatting	
✓	May 21, 2010	Report is sent to the printer	
✓	June 15, 2010	Report copies are packed and shipped to HLC	
✓	June 2010-August 2010	WMU distributes information to its constituencies regarding request for third-party comment	
✓	July, 2010	WMU prepares for team visit	HLC sends materials for visit to team and WMU
✓			Team chair contacts WMU to make arrangements for visit
✓	August 1, 2010	WMU sends one complete set of evaluation materials to each member of peer-review team and to HLC staff liaison	HLC notifies WMU and team that team is complete (in general, fall teams are completed by August 1)
✓		WMU shares self-study with institutional constituencies	
✓	September 30, 2010	Collect syllabi, PARs, and CVs from college deans	
✓	October 11-15, 2010	Set up resource room	

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During and after the Visit			
Step Completed	Date	What We Do	What the HLC Does
✓	October 18 to 20, 2010	Evaluation visit takes place	Evaluation visit takes place
		WMU begins transition from self-study to action plans/implementation	
	November 17, 2010		Team Chair completes draft of Team Report and sends it to HLC staff and team members for review
	November 24, 2010		HLC staff liaison discusses draft with Team Chair
			Team members submit corrections to Team Chair
	December 1, 2010		Team Chair sends draft Team Report to WMU for correction of errors of fact
	December 15, 2010	WMU responds to draft Team Report with corrections of errors of fact	
	December 22, 2010		Team Chair completes final Team Report, submits it to HLC
			HLC duplicates Team Report and sends copies to WMU and team
	January, 2011	WMU responds to Team Report and chooses Readers Panel or Review Committee option	
	Spring Semester 2011	WMU begins implementation of team recommendations and self-study action plans	HLC staff liaison presents on self-study, "Pathways," and other topics
		WMU draws on HLC "Pathway" to prepare for 2020-21 self-study cycle	
		April 8-12, 2011: HLC 2011 Annual Meeting	