

Timetable for the NYIT Self-Study and Evaluation

Completion Date	Task	Responsibility
October 2016	Self-Study Institute	K. Gill/N. Nath
December 2016	Assemble Steering Committee	E. Guiliano/M. Hampton
January 2017	Assemble Working Group Leadership	E. Guiliano/M. Hampton
February 2017	Assemble Working Groups	M. Hampton/D. Quigley
	MSCHE Steering Committee Meeting	M. Hampton/D. Quigley
March 2017	Working Group Co-Chair Meeting	M. Hampton/D. Quigley
March-June, 2017	Working Groups gather data, identify gaps in goals & outcomes, and propose self-study intended outcomes as related to standard	Working Group Co-Chairs
June 2017	Working Groups submit documentation roadmap and themes for intended outcomes	Working Group Co-Chairs
	Communications plan meeting	B. Dell'Aquilo/S. Li
August 2017	Confirm MSCHE Liaison visit	M. Hampton/K. Gill
	Appoint Leader for Distance Education Evaluation	M. Hampton/K. Gill
	Appoint Verification Compliance Committee Chair	M. Hampton/K. Gill
	Develop Profile of the Visiting Evaluation Team	M. Hampton
	Submit draft Self-Study Design to Steering Committee	M. Hampton/K. Gill
	MSCHE Steering Committee Design Approval	M. Hampton/K. Friel
	Assessment Day Presentation on MSCHE	M. Hampton/K. Gill
September 5, 2017	Submit Self-Study Design to MSCHE Liaison	M. Hampton/K. Gill
September 2017	Working Group Co-Chair communication	M. Hampton/K. Friel
	Complete Communications Plan	B. Dell'Aquilo/K. Gill
Sep-Dec 2017	Working Groups prepare, conduct & analyze data	Working Group Co-Chairs
September 19, 2017	MSCHE Liaison visit to NYIT	M. Hampton/K. Gill
October 2017	Liaison may request Self-Study Design revisions	MSCHE Liaison
	MSCHE Steering Committee Meeting	M. Hampton/K. Friel
	Working Group Co-Chair communication	M. Hampton/K. Friel
	Self-Study Design revisions complete	M. Hampton/K. Friel
January 2018	Working Groups submit 1st draft chapter outlines	Working Group Co-Chairs
	Draft Distance Education Evaluation due	S. Silverman

February 2018	Draft Verification Compliance Report due MSCHE Team Chair selection reviewed by NYIT MSCHE Steering Committee Meeting Working Group Co-Chair communication	C. Monticciolo M. Hampton/K. Friel M. Hampton/K. Friel M. Hampton/K. Friel	
June 2018	Working Groups submit 2nd draft chapter outlines Final Distance Education Evaluation due Final Verification Compliance Report due MSCHE Steering Committee Meeting Working Group Co-Chair communication	Working Group Co-Chairs S. Silverman C. Monticciolo M. Hampton/K. Friel M. Hampton/K. Friel	
July 2018	Co-Chairs complete First Self-Study Draft MSCHE Steering Committee Meeting Working Group Co-Chair communication	M. Hampton/K. Friel M. Hampton/K. Friel M. Hampton/K. Friel	
July-Aug 2018 August 2018	Community review of First Self-Study Draft Town Hall meeting Confirm Team Chair visit preparations MSCHE Steering Committee Meeting Working Group Co-Chair communication	M. Hampton/K. Friel M. Hampton/K. Friel L. Matthews M. Hampton/K. Friel M. Hampton/K. Friel	
September 2018	Final Self-Study Draft distributed to community Community review of Final Self-Study Draft MSCHE Steering Committee Meeting Final Self-Study Draft to Team Chair and posted Team Chair visit to NYIT and provides feedback MSCHE Steering Committee Meeting Working Group Co-Chair communication Respond to Team Chair feedback	M. Hampton/K. Friel M. Hampton/K. Friel M. Hampton/K. Friel M. Hampton/K. Friel M. Hampton/K. Friel M. Hampton/K. Friel M. Hampton/K. Friel	
October 2018	Verification Compliance Report due to MSCHE NYIT Board of Trustees approves Final Self-Study	M. Hampton/K. Friel M. Hampton/K. Friel	
November 2018	Confirm Evaluation Team visit preparations MSCHE Steering Committee Meeting Working Group Co-Chair communication	L. Matthews M. Hampton/K. Friel M. Hampton/K. Friel	
December 2018 December 9, 2018	Final Self-Study to Visiting Team	M. Hampton/K. Friel	
January 2019 February 2019	Evaluation Team visit to NYIT MSCHE Steering Committee Meeting Working Group Co-Chair communication	M. Hampton/K. Friel M. Hampton/K. Friel	
March/April 2019 May 2019	Working Group Co-Chair communication Commission meets to determine accreditation	M. Hampton/K. Friel MSCHE	
June 2019			