THE OTTAWA UNIVERSITY SELF-STUDY TIMELINE

IN PREPARATION FOR THE 2013-14
COMPREHENSIVE EVALUATION BY

THE HIGHER LEARNING COMMISSION

Months Prior To Visit		
36	**January 2011**	Self-Study Steering Committee Formed President's Launch of HLC Self-Study Explore Project Management Software or Portal Process Begin Compilation of 3-Year Record of Student Complaints President's Meeting on Minimum Expectations and Federal Compliance
35	**February 2011**	Steering Committee Meeting 2-23-11 Receipt and Review of Alpha Version of HLC Proposed Criteria Criterion Inventory Launch Board of Trustees Meeting: February 17, 18, 19
34	**March 2011**	Steering Committee Meeting on Subcommittee Objectives 3-31-11 Confirm Data Needs
33	**April 2011**	Team of 5 Attends HLC Annual Meeting and Self-Study Workshop in Chicago Update to UAC and Board
32	**May 2011**	Board of Trustees Meeting: May 5, 6, 7 Notify HLC of Self-Study Coordinator
31	**June 2011**	Steering Committee Meeting 6-8-11 Steering Committee Meeting 6-22-11 Finalize All Subcommittee Members and Objectives
30	**July 2011**	Receipt and Review of Beta Version of HLC Proposed Criteria Reconfigure Criterion Inventory Steering Committee Meeting 7-6-11 Steering Committee Meeting 7-20-11 Steering Committee Meeting 7-27-11 Steering Committee Report to President's Management Advance 7-28-11
29	**August 2011**	Update to UAC and Board
28	**September 2011**	UAC Meeting Anticipate Receipt of Gamma Version of HLC Proposed Criteria

27	**October 2011**	Steering Committee Meeting 10-5-11 Launch Five Criterion Committees and Key Subcommittees Board of Trustees Meeting: October 20, 21, 22 Board Discusses Governance-Related Core Components (alpha version) Self-Study Plan Developed
26	**November 2011**	Steering Committee Meeting Review of Self-Study Plan Self-Study Plan and Timeline Sent to Mary Breslin at HLC Mary Breslin Reviews Design and Provides Feedback
25	**December 2011**	Update to UAC and Board Criterion Committee and Subcommittee Meetings Make Chicago Hotel Reservations for Annual Meeting Mary Breslin Retires 12-31-11—She will be greatly missed!
24	**January 2012**	Steering Committee Meeting/Vision for Electronic Resource Room Criterion Committee and Subcommittee Meetings UAC Meeting
23	**February 2012**	Criterion Committee and Subcommittee Meetings Board of Trustees Meeting: February 16, 17, 18
22	**March 2012**	Steering Committee Meeting
21	**April 2012**	Attend HLC Annual Meeting and Self-Study Workshop in Chicago and Meet with New HLC Liaison Update to UAC and Board Criterion Committee and Subcommittee Meetings
20	**May 2012**	Steering Committee Meeting Apply to HLC Assessment Academy
19	**June 2012**	Criterion Committee and Subcommittee Meetings Board of Trustees Meeting: June 14, 15, 16
18	**July 2012**	Steering Committee Meeting
17	**August 2012**	Criterion Committee and Subcommittee Meetings Update to UAC and Board
16	**September 2012**	Steering Committee Meeting UAC Meeting OU sends HLC Information Suggesting Desired Team Competencies HLC Sends One-Year Reminder Letter to OU
15	**October 2012**	Criterion Committee and Subcommittee Meetings Board of Trustees Meeting: Dates TBD HLC Confirms Date of Visit and Other Organizational Information OU Confirms Date of Visit and Other Organizational Information

14	**November 2012**	Steering Committee Meeting
13	**December 2012**	Criterion Committee and Subcommittee Meetings Update to UAC and Board
12	**January 2013**	UAC Meeting Steering Committee Analyzes Information; Prepares, Completes Studies; Prepares Rough Draft of Self-Study Report
11	**February 2013**	Board of Trustees Meeting: Dates TBD Final Draft of Self-Study Steering Committee Review of Electronic Resource Room
10	**March 2013**	Steering Committee Circulates and Receives Reactions to Draft Report
9	**April 2013**	Attend HLC Annual Meeting and Self-Study Workshop in Chicago and Meet with HLC Staff Liaison UAC Meeting
8	**May 2013**	Board of Trustees Meeting: Dates TBD HLC: Formally Propose Request(s) for Institutional Change to be Considered During Visit
7	**June 2013**	HLC Sends List of Proposed Team Members and an Evaluation Visit Summary Sheet Multi-Member Test of Electronic Resource Room
6	**July 2013**	Editor Compiles Final Self-Study Report OU Sends to HLC its Comments on Proposed Team Members Steering Committee Presentation to President's Management Advance
5	**August 2013**	HLC/Federal Compliance: Formally Seek Third-Party Comment HLC Formally Invites Team Members to Participate
4	**September 2013**	HLC Notifies OU that Team is Complete (no later than October 15)

3	**October 2013**	HLC Team Chair Contacts President and Self-Study Coordinator to Plan Visit Board of Trustees Meeting HLC: Finalize Self-Study Report, Federal Compliance, Institutional Snapshot Prepare for Team Visit HLC Provides Link to Team to Electronically Access Materials for the Visit
2	**November 2013**	HLC: Electronic Submission of Self-Study to Each Member of HLC Evaluation Team and Commission Staff HLC: Share Self-Study with All Institutional Constituencies (via Web) Prepare for Team Visit
1	**December 2013**	Enjoy Holiday Season
THE VISIT	**January 2014**	HLC 10-Year Comprehensive Visit, All Sites Note: May be scheduled February, March, or April and, if so, need to adjust submission dates above
	February 2014	
	March 2014	
	April 2014	