

## SELF - STUDY TIMELINE and COMMUNICATION PLAN

EIC present's an initial communication plan listing intended audiences, communication methods, and timing. This plan will guide the Steering Committee and its Working Groups in gathering feedback from institutional stakeholders and updating them about significant developments related to the self-study process. This plan is integrated within the Self-Study Timetable, 2022- 2027.

Eastern International College believes that the 2024 MSCHE Self-Study Process should be inclusive and transparent as possible. To this end, the Steering Committee has developed a comprehensive communication plan to keep the campus community aware of the accreditation processes. The following table presents the Self-Study timeline and the used communication plan.

Time Framework/ Due dates	Tasks	Communication Methods
<b>June 2021</b>	Re-orientation to Program Learning Objectives and Review of General Education, Programmatic, and Area Assessment Expectations	The announcement was done via email by the Dean of Academic Affairs  College Website
<b>June 15, 2021</b>	Establishment of Programmatic and Area Assessment Teams Meeting	Communicated via emails, shared Google Drive and EIC Website
<b>August 2021</b>	Middle States Assignments <ul style="list-style-type: none"> <li>● Self-Study Co-Chairs identified</li> <li>● Working Group recruitment begins</li> <li>● Some Working Group Chairs and Co-Chairs identified</li> <li>● Appoint ALO: Dr. Kristine Southard, Co-Chair of the Steering Committee</li> <li>● Steering Committee Members notified</li> <li>● Steering Committee and Working Group Framework designed</li> <li>● Working Groups assigned with the next step: identification of evidence, documentation, etc.</li> </ul>	Communicated mainly via emails, and phone.  Secured Google Drive shared with all team members.

<b>September 2021</b>	The academic Coordinating Committee convenes to review the Strategic Plan for 2017-2021.	Largely communicated via emails and shared Google Drive.
<b>October 5, 2021</b>	The key MSCHE Core Team attended the Self Study Institute. The Core Team starts developing a Self-Study Design outline.	Broadly communicated via emails, phone, and shared Google Docs
<b>November 2021</b>	Evaluation of Strategic Plan: Renew Institutional Priorities for 2022-2027 (Strategic Planning with College Community).	Largely communicated via emails, phone, and shared Google Docs.  Virtual meeting through Google Meet
<b>January 10, 2022</b>	Phone meeting between with MS Liaison (Dr. Terence Peavy) to discuss early Self-Study preparation. Design and review the Self-Study Preparation Visit checklist and book the visit date.	Largely communicated via emails and phone.
<b>January 24-25, 2022</b>	Full Meetings of the Standing Committees; Outline the timeline, roles, and responsibilities of the Steering Committee	Largely communicated via emails, phone, and shared Google Docs
<b>April 15, 2022</b>	New EIC ALO: Dr. Julius Wangiwang	Via emails and EIC Websites
<b>May 2022</b>	Convene Working Groups' Evidence Inventories Development of Evidence Inventory	Largely communicated via emails and shared Google Docs and Google Drive.
<b>June 2022</b>	Self-Study Design started	Middle States Minute—regular updates on the Self Study Design process on Google Drive

<b>July 6, 2022</b>	SWOT analysis completed	Largely communicated via emails and shared Google Docs and Google Drive.
<b>August 5, 2022</b>	Shared the modified draft of the 2022-2027 Strategic Plan with the Steering Committee, integrating the SWOT analysis	Largely communicated via emails and shared Google Docs and Google Drive.
<b>August 16, 2022</b>	Hired Director of Assessment, Accreditation, and Institutional Effectiveness	Via emails and EIC Website
<b>August 29, 2022</b>	Steering Committee feedback is integrated into the modified draft of the 2022-2027 Strategic Plan.	Largely communicated via emails and shared Google Docs and Google Drive.
<b>September 2, 2022</b>	The initial draft of Self Study is completed and will be shared with faculty, and staff	Communicated via emails and shared Google Docs and Google Drive
<b>September 6, 2022</b>	The Strategic Plan is shared with the EIC community.	Communicated via emails and shared Google Docs and Google Drive
<b>September 23, 2022</b>	Finalizing the self-study design with the steering committee.  Upload the strategic plan to the EIC website.	Communicated via emails and shared Google Docs and Google Drive
<b>September 30, 2022</b>	Submit the Self Study Design to Dr. Peavy	Communicated via emails and shared Google Drive.
<b>October 18, 2022</b>	Prepare for and host the <b>Liaison Virtual Self-Study Pre-Visit</b> ; Self-Study Design Accepted by Liaison.	Communicated via emails and shared Google Meet
<b>November 7, 2022</b>	The Steering Committee regularly meets the Liaison's s Self-Study Design recommendations. Submit the modified Self-Study Design to Dr. Peavy	Communicated via emails and shared Google Drive

<p><b>November 2022- December 2023</b></p>	<p>Working Groups begin the outlining of the Self-Study. Self-Study Drafting. Share Self-Study Drafts with the Steering Committee.</p>	<p>Steering Committee meetings—four semesters.</p> <p>Continuously update all Working Group findings on the shared Google Drive.</p> <p>Co-chairs attend the Student Senate meeting to explain the process and ask for student participation.</p> <p>Co-chairs briefly attend Department Meetings to explain progress and ask for participation.</p> <p>Campus Chronicle Updates.</p>
<p><b>December 2023</b></p>	<p>Working Groups submit their findings to the Steering Committee. The core Team begins the outlining of the Self-Study. Core Team begins work on Executive Summary. Institutional Compliance Team works on Requirements of Affiliation, including accreditation-relevant federal regulations.</p>	<p>Self-Study design document drafts shared with the college’s Executive Team, and Steering Committee</p>
<p><b>February-March 2024</b></p>	<p>Finalize Self-Study Document. Upload Self-Study to the MSCHE Portal.</p>	<p>Communicated via emails, shared Google Drive, EIC Website.</p>

<p><b>April 2024</b></p>	<p>Self-study MS Peer Evaluation Visit by MSCHE Evaluation Team.</p> <ul style="list-style-type: none"> <li>● Results of the visit were shared with the Steering Committee, Working Groups, and campus committees.</li> <li>● Liaison responses incorporated and utilized as appropriate.</li> <li>● Feedback to Working Groups' responses given.</li> </ul>	<p>Core Team shares details about the Self-Study Design approval process, campus visit by MSCHE Liaison, shares results of the visit to the campus community via:</p> <ul style="list-style-type: none"> <li>● Executive Team</li> <li>● Board of Trustees</li> <li>● Campus Chronicle Committees</li> </ul>
<p><b>May-June 2024</b></p>	<p>Report and Institutional Response</p>	<p>Keep campus updated about the 2024 EIC Middle States News.</p> <p>General updates via the Campus Chronicle.</p> <p>Post final Self-Study Design in the 2024 EIC Middle States News.</p>