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
June 2021	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
June 15, 2021	Establishment of Programmatic and Area Assessment Teams Meeting.	➤ Communicated via emails, shared Google Drive and EIC Website
August 2021	Middle States Assignments • Self-Study Co-Chairs identified • Working Group recruitment begins • Some Working Group Chairs and Co-Chairs identified • Appoint ALO: Dr. Kristine Southard, Co-Chair of the Steering Committee • Steering Committee Members notified • Steering Committee and Working Group Framework designed • Working Groups assigned with the next step: identification of evidence, documentation, etc.	➤ Communicated mainly via emails and phone. ➤ Secured Google Drive shared with all team members.

September 2021	The Academic Coordinating Committee convenes to review the Strategic Plan for 2017-2021.	➢ Communicated mainly via emails and shared Google Drive.
November 2021	Evaluation of Strategic Plan: Renew Institutional Priorities for 2022-2027 (Strategic Planning with College Community).	➢ Communicated mainly via emails, phone, and shared Google Docs. ➢ Virtual meeting through Google Meet
January 10, 2022	Phone meeting 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.	➢ Communicated mainly via emails and phone.
January 24-25, 2022	Full Meetings of the Standing Committees; Outline the timeline, roles, and responsibilities of the Steering Committee.	➢ Communicated mainly via emails, phone, and shared Google Docs
April 15, 2022	A new EIC' s ALO: Dr. Julius Wangiwang	➢ Via emails and EIC Websites
May 2022	Convene Working Groups' Evidence Inventories. Development of Evidence Inventory.	➢ Communicated mainly via emails and shared Google Docs and Google Drive.
June 2022	Self-Study Design started.	➢ Middle States Minute—regular updates on the Self Study Design process on Google Drive
July 6, 2022	SWOT analysis completed.	➢ Communicated mainly via emails and shared Google Docs and Google Drive.

August 5, 2022	Shared the modified draft of the 2022-2027 Strategic Plan with the Steering Committee, integrating the SWOT analysis.	➢ Communicated mainly via emails and shared Google Docs and Google Drive.
August 16, 2022	Hired Director of Assessment, Accreditation, and Institutional Effectiveness.	➢ Via emails and EIC Website
August 29, 2022	Steering Committee feedback is integrated into the modified draft of the 2022-2027 Strategic Plan.	➢ Communicated mainly via emails and shared Google Docs and Google Drive.
September 2, 2022	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
September 6, 2022	Strategic Plan is shared with the EIC community.	➢ Communicated via emails and shared Google Docs and Google Drive
September 23, 2022	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
September 30, 2022	Submit the Self Study Design to Dr. Peavy.	➢ Communicated via emails and shared Google Drive.
October 18, 2022	Prepare for and host the **Liaison Virtual Self-Study Pre-Visit**; Self-Study Design Accepted by Liaison.	➢ Communicated via emails and shared Google Meet
November 7, 2022	The Steering Committee regularly meets with the ALO to discuss Self-Study Design recommendations for improvement. Submit the modified Self-Study Design to Dr. Peavy.	➢ Communicated via emails and shared Google Drive

| November 2022-
November 2023 | Working Groups begin the outlining of the Self-Study.

Working Groups submit their findings to the Steering Committee.
A new EIC's ALO: Hany Zaky- May 2023

Self-Study Drafting.

Share Self-Study Drafts with the Steering Committee by the end of May 2023.

Steering Committee reviews the shared first drafts from the seven Working Groups.

The complete first self-study draft will be shared with the EIC community by August 2023.

Steering Committee collects the EIC community reflection and finalizes the Self-Study report by October.

Share the final Self-Study report with the MSCHE's Team leader. | ➤ Steering Committee meetings—four semesters.

➤ Continuously update all Working Group findings on the shared Google Drive.

➤ Co-chairs attend the Student Senate meeting to explain the process and ask for student participation.

➤ Co-chairs briefly attend Department Meetings to explain the progress and ask for participation.

➤ Campus Chronicle Updates. |
| November 2023 | The core Team begins the outlining of the Self-Study.

Core Team begins work on Executive Summary.

The Institutional Compliance Team works on Requirements of Affiliation, including accreditation-relevant federal regulations. | ➤ Self-Study design document drafts shared with the college's Executive Team, and Steering Committee |

	Share the Self-Study draft with the MSCHE team leader. The preliminary visit of the MSCHE team leader. Receive feedback from the MSCHE team leader on the EIC Self-Study report.	
February-March 2024	Finalize Self-Study Document. Upload Self-Study to the MSCHE Portal.	➢ Communicated via emails, shared Google Drive, EIC Website.
April 2024	Self-study MS Peer Evaluation Visit by MSCHE liaison. • Results of the visit shared with the Steering Committee, Working Groups, and campus committees. • Liaison responses incorporated and utilized as appropriate. • Feedback to Working Groups' responses given.	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: • Executive Team • Board of Trustees • Campus Chronicle Committees
May-June 2024	Report and Institutional Response.	Keep campus updated about the 2024 EIC Middle States News. General updates via the Campus Chronicle. Post final Self-Study Design in the 2024 EIC Middle States News.