**SELF-STUDY COMMITTEE**

**Task Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TASK*Including Exhibits* | **Person**Responsible | Date for Rough Draft | **Completed** | Date forFinal Draft | Completed |
| **Institutional/Community****Characteristics** |  |  |  |  |  |
| **Conditions Check Sheet** |  |  |  |  |  |
| **Standard 1 –** **Institutional Mission** |  |  |  |  |  |
| **Standard 2 –** **Educational Programs**  |  |  |  |  |  |
| ***(List each course/program)*** |
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| **Standard 3 - Program and****Institutional Outcomes** |  |  |  |  |  |
| **Standard 4 -** **Strategic Planning** |  |  |  |  |  |
| **Standard 5 -****Learning Resources** |  |  |  |  |  |
| **Standard 6 - Physical Resources and Technical Infrastructure** |  |  |  |  |  |
| **Standard 7 -** **Financial Resources** |  |  |  |  |  |
| **Standard 8 -** **Human Resources** |  |  |  |  |  |
| **Standard 9 -** **Organizational Structure** |  |  |  |  |  |
| **Standard 10 - Student****Services and Activities** |  |  |  |  |  |
| **Editing** |  |  |  |  |  |
| **Document Reproduction****(Printing – If Needed)** |  |  |  |  |  |
| **Transmit Self-Study Report to Team Leader (1 copy before preliminary visit)** |  |  |  |  |  |
| **Transmit Self-Study Report to Team Members (20 days before team visit)** |  |  |  |  |  |
| **Transmit Self-Study Report to Council Office (20 days before team visit)** |  |  |  |  |  |
| **Revise Educational Programs Chart (if needed)** |  |  |  |  |  |
| **Target Date for** **Self-Study Completion** |  |