**SELF-STUDY COMMITTEE**

**Task Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TASK  *Including Exhibits* | **Person** Responsible | Date for  Rough Draft | **Completed** | Date for  Final Draft | Completed |
| **Institutional/Community**  **Characteristics** |  |  |  |  |  |
| **Conditions Check Sheet** |  |  |  |  |  |
| **Standard 1 –**  **Institutional Mission** |  |  |  |  |  |
| **Standard 2 –**  **Educational Programs** |  |  |  |  |  |
| ***(List each course/program)*** | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **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** | | | | |  |