

MMA's Comprehensive Self-Study Projected Timeline

Task/Event	2014						2015						2016																
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Develop timeline and form committees																													
Steering Committee approval/meetings		■			■			■			■			■						■			■				■		
Complete initial Data First forms	■	■																											
Make info-packs for committee chairs	■	■																											
Convocation "kick-off" and updates																													
Lead team meets with committee chairs			■				■																						
Attend NEASC workshop in Southbridge				■																									
Attend NEASC annual meeting in Boston						■																							
Trustees' self-study update		■			■			■			■			■									■				■		
Possible weekend Trustees special meeting																													
Academy Council self-study update																													
Student Government Assoc. self-study update		■			■			■			■			■									■				■		
Review standards and develop descriptions																													
Worksheets due from committees																													
Develop appraisals																													
Alert leadership of any non-compliance with standards																													
Write chapter descriptions and appraisals																													
Develop projections																													
Academy-wide workshop to refine projections																													
Write introduction and overview																													
Assemble workroom documents																													
Write projections/send complete chapters to editors																													
Draft self-study to NEASC																													
Assemble final draft																													
Post final draft for campus community																													
Incorporate last comments and complete self study																													
Visiting team chair preliminary visit																													
Plan for and assemble electronic materials for visiting team																													
Arrange visiting team agenda and travel																													
Send self study to NEASC																													
Post notices for public comment																													
Reserve workroom																													
Assemble workroom																													
Campus meetings with visiting team (Nov. 6-9, 2016)																													
President's reponse on visiting team report																													

* Unknown Dates

- Key:**
- = Lead Team
 - = Steering Committee
 - = Trustees
 - = Dean's office staff
 - = Electronic Resources Team
 - = Individual standards committees
 - = MMA President & Academic Dean
 - = Student Government Assoc.
 - = Academy Council/campus community