



2020 ACPE Self-Study Timeline Overview

Writing Team Acronyms

- ASSESS Assessment Elements
- ADVEXP Advanced Experiential Education
- ADMIN Administrative Structure & Processes
- CURR Curriculum
- FACGOV Faculty Governance & Resources
- STSRV Student Services

Writing Team Actions

- 1 Confirm writing team leads and members with Task Force, identify student/alumni representatives to invite
- 2 Team meets and reviews associated standards, identifies gaps and needed resources, and assigns roles and responsibilities to members
- 3 Team identifies needs for cross-team, task force, and assessment committee support, and begins writing
- 4 Team verifies and pursues follow-up on support needs
- 5 Members report progress to team leads
- 6 Members submit first draft of standards to team leads
- 7 Submit first draft of standards to Task Force
- 8 Submit second draft of standards to faculty

- 9 Submit third draft of standards to Task Force
- 10 Submit final standards with new data to Task Force

Task Force Actions

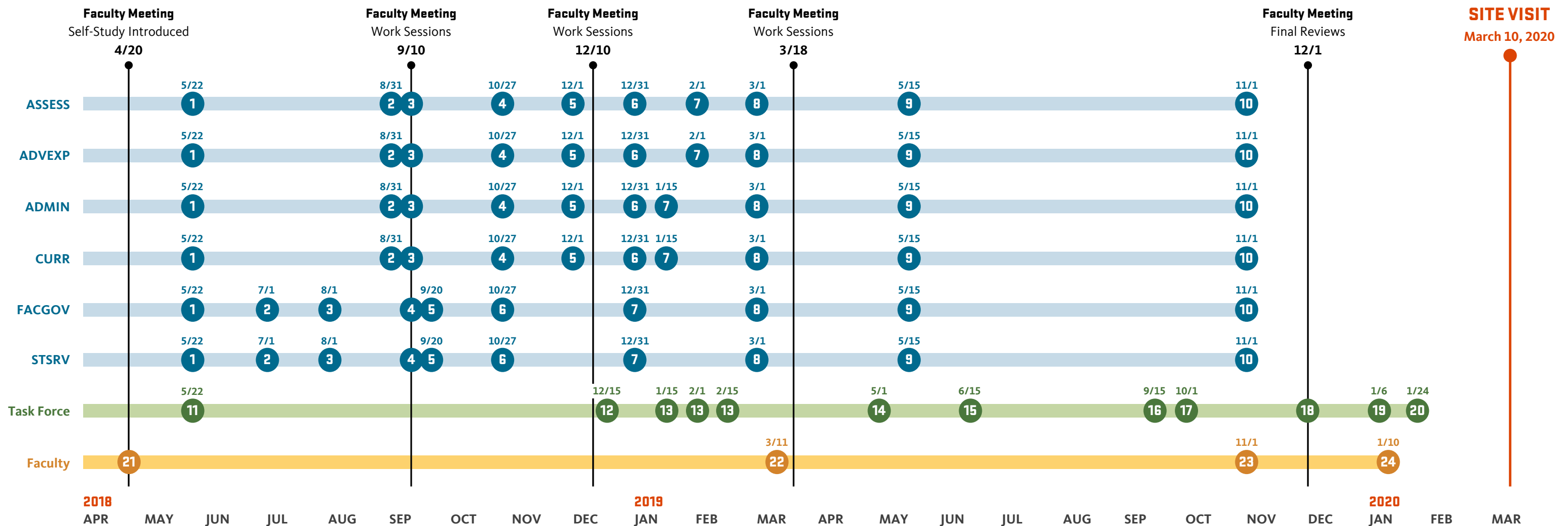
- 11 Confirm writing team leads and members; identify student/alumni representatives to invite
- 12 Provide feedback on writing team progress
- 13 Provide feedback on first draft of standards
- 14 Write ACPE Process Evaluation component of Self-Study document
- 15 Submit first draft Self-Study document to faculty
- 16 Remind faculty to provide final feedback on draft Self-Study document

- 17 Remind writing teams to review new data and rewrite standards as needed
- 18 Submit second draft Self-Study document to faculty
- 19 Submit final Self-Study document to faculty
- 20 Submit approved Self-Study document to ACPE

Faculty Actions

- 21 Identify writing team leads and members
- 22 Provide feedback on second draft of standards
- 23 Provide feedback on first draft Self-Study document
- 24 Deadline to vote on final Self-Study document (via email)

● Writing Team ● Task Force ● Faculty





2020 ACPE Self-Study Timeline Details

Writing Team Acronyms

ASSESS	Assessment Elements
ADVEXP	Advanced Experiential Education
ADMIN	Administrative Structure & Processes
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STSRV	Student Services

● Writing Team ● Task Force ● Faculty

2018

April 20 ● Faculty Meeting

The Self-Study process is introduced and the stage is set for achieving goals. Faculty identify writing team leads and writing team members.

May 22 ●●
Writing team leads meet with the Task Force to confirm writing team members, review team responsibilities, and identify needs. The group also identifies student and alumni representatives for invitation to participate in the processes.

July & August ●
The FACGOV and STSRV writing teams meet (separately) and review the standards associated with their groups. They identify gaps and resources needed, assign roles and responsibilities to team members, and identify needs for cross-team, Task Force, and Assessment Committee support. Each team establishes a self-managed timeline for beginning writing work sessions.

August 31 ●
By this date, the ADMIN, ADVEXP, ASSESS, and CURR writing teams meet (separately) and review the standards associated with their groups. They identify gaps and resources needed, and assign roles and responsibilities to team members. The FACGOV and STSRV writing team members report on their progress to their respective writing team leads.

**September 10 ●
Faculty Meeting**
All of the writing team leads share with faculty the status of early processes and the outcomes of their individual writing team meetings. The ADMIN, ADVEXP, ASSESS, and CURR writing teams each identify needs for cross-team, Task Force, and Assessment Committee support. These teams begin having writing work sessions as part of the faculty meeting. The FACGOV and STSRV writing teams verify and pursue follow-up on the cross-team, Task Force, and Assessment Committee support needs they previously identified.

Late-September ●
Before Fall term, the FACGOV and STSRV writing team members report on their progress to their respective team leads.

October 27 ●
The ADMIN, ADVEXP, ASSESS, and CURR writing teams verify and pursue follow-up on cross-team, Task Force, and Assessment Committee support needs they previously identified, and continue having writing work sessions. The FACGOV and STSRV writing team members submit first drafts of their standards to their respective writing team leads.

December 1 ●
The ADMIN, ADVEXP, ASSESS, and CURR writing team members report on their progress to their respective team leads.

**December 10 ●
Faculty Meeting**
All of the writing team leads share with the Task Force and faculty the status of their progress, and engage in discussion. The ADMIN, ADVEXP, ASSESS, and CURR writing teams continue having writing work sessions.

December 15 ●
The Task Force provide feedback to the writing team leads on the progress they reported at the faculty meeting.

December 31 ●
The FACGOV and STSRV writing teams submit first drafts of their standards to the Task Force for review within 2 weeks. The ADMIN, ADVEXP, ASSESS, and CURR writing team members submit first drafts of their standards to their respective writing team leads.

2019

January 15 ●●
The CURR and ADMIN writing teams submit first drafts of their standards to the Task Force for review within 2 weeks. The Task Force provide feedback on first drafts of the FACGOV and STSRV standards to those writing teams.

February 1 ●●
The ASSESS and ADVEXP writing teams submit first drafts of their standards to the Task Force for review within 2 weeks. The Task Force provide feedback on first drafts of the CURR and ADMIN standards to those writing teams.

February 15 ●
The Task Force provide feedback on first drafts of the ASSESS and ADVEXP standards to those writing teams.

March 1 ●
All writing teams submit second drafts of their standards to the faculty for their review before March 11.

March 11 ●●
Faculty provide feedback on second drafts of each team's standards to the respective writing teams. All writing teams engage in cross-team reviews and provide feedback to each other.

**March 18 ●
Faculty Meeting**
All writing team leads share with the faculty the status of their progress. The teams discuss the cross-team and faculty feedback received and either incorporate the feedback, ask for clarification, or justify not incorporating the feedback.

May 1 ●
The Task Force write the ACPE Process Evaluation component of the Self-Study document.

May 15 ●
All writing teams submit third drafts of their standards to the Task Force for review.

June 15 ●
The Task Force edit, compile, and submit a first draft Self-Study document to the faculty, following consultation with writing team leads.

September 15 ●
The Task Force remind the faculty to review and provide feedback on the compiled Self-Study draft by October 31.

October 1 ●
The Task Force remind all writing teams to review any new data from AACP or other sources and rewrite their standards as needed.

November 1 ●●
All writing teams submit final standards to Task force, incorporating any new data. Faculty provide feedback on the draft Self-Study document to the Task Force.

**December 1 ●
Faculty Meeting**
The Task Force submits a second draft Self-Study document to the faculty for review at the faculty meeting.

2020

January 6 ●
The Task Force submits a final Self-Study document to the faculty for review and vote.

January 6-10 ●
Faculty vote on the final Self-Study document for approval (voting by email).

January 24 ●
The Task Force submit the approved Self-Study document to ACPE.