



Suggested Calendar for Self Study

Please access the CAIS website (www.caisct.org), and under the Accreditation tab, view the *Phases of Accreditation* document for a clear guide as to who does what and when during the accreditation process.

Initial Steps (Complete the semester before starting the Self Study):

- Contact CAIS Director of Accreditation Services to arrange to meet with faculty
- Obtain necessary materials from CAIS office
- Determine Self Study coordinator(s)
- Organize steering team
- Establish calendar including necessary professional days for accreditation work
- Confirm (or draft) a written description of the curriculum in a form appropriate to the School
- Review mission statement with faculty and board

Preparation for the Self Study

Fall Visit	Spring Visit	
August/ September	December/ January	<ul style="list-style-type: none"> • Faculty presentation by Director of Accreditation Services • Survey faculty for interest in Self Study teams • Form Self Study teams for all Standards
September/ October	January/ February	<ul style="list-style-type: none"> • Survey parents, faculty, and students • Compile survey results for self-study committees • Assemble policy documents, existing plans, and handbooks for self-study committees • Gather statistics on enrollment (admissions and attrition) and student performance • Include all of the above in the Supplementary Materials
September/ November	January/ March	<ul style="list-style-type: none"> • Convene program subcommittees for all departments and other major programs. Each committee should write a brief report about their area with regard to the program standards (4-6) and make recommendations for ways in which the program might be strengthened. These reports will be given to the self-study committees and will be made available to the visiting committee. • Arrange for necessary financial reports and information.

Self Study Part I: Reviewing the Standards

Fall Visit	Spring Visit	
December/ February	March/ June	<ul style="list-style-type: none"> ● Convene Self Study teams for all Standards. ● Each team should review background information, respond to the indicators, identify issues for further inquiry, and assign research and interviews.
January/ April	March/ June/ September	<ul style="list-style-type: none"> ● Each team drafts a report on the School's position with regard to the Standard for which they are responsible - documenting compliance or outlining plans to come into compliance. ● Each team drafts recommendations related to the Standard that would enhance the students' experience and foster school improvement.
March/April	September	<ul style="list-style-type: none"> ● All teams share their draft reports and recommendations with the entire faculty for comment and make appropriate revisions.

Self Study Part II: Reflection, Recommendations, and Issues for Further Discussion

Fall Visit	Spring Visit	
March/May	September/ November	<ul style="list-style-type: none"> ● Convene a representative group to review, compile, and reflect on findings and recommendations from all Self Study teams. ● Draft the Part II Report: Reflection, Recommendations, and Issues for Further Discussion.
May/June	November/ December	<ul style="list-style-type: none"> ● Share the draft Part II Report with the entire faculty for comment and make appropriate revisions.

Prepare for Visiting Team

- Reserve hotel rooms as soon as the date for the visit is set.
- Invite Chair to visit the School when his/her name is received.
- Gather and organize Supplementary Materials Inventory as the Self Study proceeds.
- Send Self Study Report in electronic form **first** to CAIS Executive Director and Director of Membership 5-6 weeks prior to visit. **After their review and approval**, share with the Visiting Team (one month before visit)...hard copy (if desired) electronic Google doc and Word doc.