



Suggested Calendar for Self Study

Please access the CAIS website (www.caisst.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 Membership and Accreditation to arrange to meet with faculty
- Obtain necessary materials from CAIS office (Google folder)
- 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

Prepare for Visiting Team

- Reserve hotel rooms as soon as the date for the visit is set.
- Invite Chair to visit the School when their name is received.
- Gather and organize Supplementary Materials Inventory as the Self Study proceeds.



FALL VISIT

Preparation			Part I: Reviewing the Standards			Part II: Reflection, Recommendations, and Issues for Further Discussion		Completion
August / September	September / October	September / November	December / February	January / April	March / April	March / May	May / June	5-6 Weeks Prior to Fall Visit
<ul style="list-style-type: none"> Faculty presentation by Director of Membership & Accreditation Survey faculty for interest in Self Study teams. Form Self Study teams for all Standards. 	<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. 	<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. 	<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. 	<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. 	<ul style="list-style-type: none"> All teams share their draft reports and recommendations with the entire faculty for comment and make appropriate revisions. 	<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, Recommendation, and Issues for Further Discussion. 	<ul style="list-style-type: none"> Share the draft Part II Report with the entire faculty for comment and make appropriate revisions. 	<ul style="list-style-type: none"> Submit Self Study to CAIS



SPRING VISIT

Preparation			Part I: Reviewing the Standards			Part II: Reflection, Recommendations, and Issues for Further Discussion		Completion
December / January	January / February	January / March	March / June	March - June / September	September	September / November	November / December	5-6 Weeks Prior to Spring Visit
<ul style="list-style-type: none"> Faculty presentation by Director of Membership & Accreditation Survey faculty for interest in Self Study teams. Form Self Study teams for all Standards. 	<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. 	<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. 	<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. 	<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. 	<ul style="list-style-type: none"> All teams share their draft reports and recommendations with the entire faculty for comment and make appropriate revisions. 	<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, Recommendation, and Issues for Further Discussion. 	<ul style="list-style-type: none"> Share the draft Part II Report with the entire faculty for comment and make appropriate revisions. 	<ul style="list-style-type: none"> Send Self Study Report in electronic form first to CAIS Executive Director and Director of Membership & Accreditation Services 5-6 weeks prior to visit. After their review and approval, send a hard copy, if requested, to the Visiting Team.