Timeline for New England Association of Schools and Colleges (NEASC)
Brandeis Fifth-year Report

Fall 10
• Early September--Provost briefs Senate and UAC and reviews timeline and roles
• Mid-September--Kick off meeting of standards committee chairs and key support staff to clarify charge, review goals for interim report, establish guidelines for draft, discuss role of faculty standing committees, set benchmarks and deadlines
• September reminder memo from provost and dean to A&S chairs about assessment workshops for majors and interdepartmental minors and deadline of December 15, 2010
• October 7th CIHE offers orientation session for all institutions completing a report for the following year (Keenyn McFarlane, Mark Hewitt, Dan Feldman, John Hose attend)
• October 7-8, Wabash visit to campus, student and faculty focus groups, committee meetings, website.
• October Assessment Workshops
• Early October--Committee chairs give first progress report about meetings, planned process and data needs.
• November--Information collection according to standards.
• November Assessment Workshop
• Early December, committee staff and writers begin working on drafting sections
• December 15th, collect all learning goals for majors and interdepartmental minors in A&S

Spring 11
• Early January, Assessment Committee receives learning goals, reviews by January 20th
• End of January, Assessment Committee provides feedback to teams
• End of January, drafts of standards collected and reviewed by Steering Committee
• February 1, all learning goals due for University Bulletin
• Early March, Progress reports from committee chairs

Summer 11
• Steering committee reviews entire document and editor checks the integrated report
• Complete data analysis and data shells (supported by all research analysts)
• July: 5th year report gets final revisions
• Consult with Faculty Senate
• Finish report and submit to NEASC by August 15th

Fall 11
• Release report to the community