**From:** Stone, Jan   
**Sent:** Thursday, November 03, 2011 10:08 PM  
**To:** Adams, Karen; Bigham, Brandi; Caldwell, Joyce; Carrier, Andy; Freeman, Sara; Haines, Terry; Johnson, Keith; Kriley, Teresa; Lanzone, Peggie; Levene, Donna; Maxwell, Jack; Messer, Brian; Mitchell, Karen; Ohnesorge, Karen; Ribordy, Clark; Rudnick, Virginia; Stone, Jan; Taldo, Tom; Tillinghast, Hank; Tyner, Dennis; Ullom, Carine; Vanis, Mary; Wayne, Kathie  
**Cc:** Eichner, Kevin; Menninger, Gaynia; Eckstrom, Daniel  
**Subject:** HLC Self-Study Plan to Steering Committee

**Attachment:** Self-Study Plan and Timeline 2013-14 Final Draft

Hello Steering Committee!

We will convene soon for a meeting to approve the Ottawa University Self-Study Plan that must be submitted to the Higher Learning Commission this month for Mary Breslin’s endorsement. The plan contains our objectives, our committee structure, and our timeline, and I very much appreciate the President’s endorsement of the introductory text and objectives. I have made substantive changes in the timeline (at the end of the document) to comply with HLC’s newly revised processes, and I have targeted our comprehensive evaluation date for Spring 2014 as negotiated with Mary at last April’s HLC Annual Meeting. We will be working with a new HLC Vice President for Accreditation Relations as of January 2012 and I believe it will be helpful to submit our plan with the attached timeline.

The 22-page draft is attached. Do not fear—tables with committee members comprise a large part of the plan. I ask you to open the plan, review all text portions, review the responsibilities of committee chairs and committees, and feel free to email me any comments, concerns, corrections, questions, or suggestions in advance of our meeting. Please understand that this is a document for HLC review. There will be much more concrete direction for committee chairs and committee members in ensuing internal communications. There are just a few missing details in committee structure, highlighted in yellow, that will be inserted before we meet. Daniel Eckstrom, our new Assessment Projects Coordinator, will be in touch to set up our meeting to approve the plan. Please be prepared for this important meeting. I thank you for your attention to this document and for your support. -- Jan



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