

## SACSCOC Documentation - Project Timeline

Spring 2016	Summer 2016	Fall 2016	Spring 2017	Summer 2017	Fall 2017	Spring 2018	Summer 2018	Fall 2018	Spring 2019
Establish the leadership team			Contact external consultants to review Compliance Report		Sept. 4 - Submit the Compliance Report (due Sept. 11)  Conduct internal review cycles on the QEP	Feb. 13 - Submit the QEP and Focused Report 6 weeks before the on-site visit	Begin preparing any responses to the on-site peer review team	Early fall – Formally respond to review by the on-site peer review team	Receive official letter of accreditation (i.e., Action Letter) from SACSCOC Board of Trustees in January
Gather compliance data			Draft the Compliance Report						
Begin collecting and compiling compliance data	Plan university-wide input on the QEP	Organize data and revise the Compliance Report format, as needed	Conduct internal review cycles		Sept. 27 - Submit 2 – 3 names and accompanying biographical information to be considered for Lead QEP Evaluator 6 months before on-site visit	Host the on-site peer review team March 27- 29		Dec. 8 – 11 - Prepare for review by SACSCOC Board of Trustees	Continue implementing the QEP
Plan the Compliance Report format	Work with summer writers to edit compliance data		Solicit input on quality enhancement	Revise the Compliance Report based on university input					
Develop the Quality Enhancement Plan									
		Determine the focus of the QEP	Mar. 21 – 23 - Observe on-site peer review team at Christopher Newport Univ		Revise the QEP based on university input	Begin implement- ing the QEP	Implement the Quality Enhancement Plan →		
		Develop a QEP format	Develop a QEP template		Finish the QEP by November				
					Prepare for off-site peer review on November 7 – 10				
					Develop a Focused Report, as needed				

**Gantt Chart Showing An Overview of the Documentation Project**