SELF-STUDY PLAN AND PROCESS

MCO's President, Frank S. McCullough, M.D. and the Provost/Executive Vice President, Amira F. Gohara, M.D., started the planning process in the spring of 1999 in anticipation of the comprehensive evaluation by North Central Association in May 2001. The President appointed Keith Schlender, Ph.D., Dean of the Graduate School and Professor of Pharmacology, as the Self-Study Coordinator and Wafaa Hanna, M.B.A., as Director of Academic Accreditation.

President McCullough appointed a steering committee, chaired by Dr. Gohara, to evaluate, guide, and oversee the progress of the self-study. Dr. Gohara stressed that the self-study process should address the college at large and stated that the outcomes should focus on evaluation, not simply description. The Self-Study Committee, chaired by Dr. Schlender, was formed with broad representation from the community of interest, including faculty members, students, administrators, staff and community leaders. Drs. Gohara and Schlender appointed five committees, one for each of the five criteria established by North Central Association. The chair of each criterion committee served on the Steering Committee.

The five criterion committees utilized a network of standing committees and councils that was already in place as part of the institution's ongoing performance improvement process. In addition, the Steering Committee added several self-study groups to address specific topics identified in each of the five NCA criteria. Over 100 faculty members, students, and staff members participated in the Self-Study. Figure 1 (page 12), is a flow chart describing the self-study process.

Committees were provided with the NCA Criteria and asked to study their areas of responsibility with respect to evidence that these criteria were being
met and to prepare a written report. Criterion committees were charged with identifying strengths and challenges facing MCO. The challenges identified in the Self-Study Report have been submitted to the Strategic Planning Committee, which will examine these challenges and provide recommendations and action plans.

During the self-study, MCO's faculty, students, and staff were kept abreast of the progress of the self-study and the strengths and challenges identified. The entire Self-Study Report was placed on MCO's Intranet in February 2001. Dr. Schlender and Wafaa Hanna kept MCO's constituencies up-to-date about the Self-Study progress and used the campus e-mail regularly to urge MCO's constituents to take part in the self-study and to provide input and feedback after reviewing the Self-Study Report. Periodic updates were featured in the Monitor, a campus electronic publication, and the Pulse, an employee campus publication.