Carnegie Community Engagement
Reclassification Timeline
November 2023 – April 2026

This timeline serves as a guide to keep everyone on track to ensure a timely completion of the self-study. Sub-committee Co-Chairs are advised to plan accordingly so all deadlines are met in a timely manner. In the past, most committees chose to complete the bulk of their work during the summer. Each sub-committee led by the co-chairs will determine a schedule that works best for them.

August -November, 2023 — Lay the ground work

- Finalize committee structure and members
- Schedule initial meeting and finalize detials on the self study
- Identify institutional data sources necessary for Carnegie self-study. identify stakeholders (in addition to committee members

November 8, 2023 — Organizational Meeting

- Bring together work group for initial meeting.
- Identify charge and timeline for project completion and related committee actions
- Orient each group re: communications, data sharing, and management
- All committees populated

February - November 2024 — Complete the Majority of the Carnegie Application

- Committees will meet during this time, establish work plans and begin work of assigned areas.
- Establish meeting schedule for core group (Key stakeholders, committee chairs and OCE staff)

November 1, 2024 — Draft 1 Complete

- Disseminate initial draft to leadership committee and advisory committees

December 1, 2024 — Leadership Team Initial Review Due

- Document additions and suggestions will be reviewed by OCE staff
- Changes will be incorporated as appropriate and revised ducument will be posted

January 31, 2025 — Draft 2 Complete

- Disseminate second draft to leadership committee and advisory committees

February 28, 2025 — Leadership Team Final Review Due

March 15, 2025 — Carnegie Application Complete

April 1, 2025 — **Final Submission Date**

Co-Chairs Meeting Dates

Monday, February 5	3:00-4:00
Tuesday, April 16	3:00-4:00
Tuesday, June 11	3:00-4:00
Tuesday, September 10	3:00-4:00
Tuesday, December 3 (lunch meeting)	12:00-1:00
Tuesday, March 18	3:00-4:00

These may be more meeting dates that we need but we can also cancel a meeting if there is nothing new. Sub-committees will also be having their own meetings during this time and I will attending a few of these meetings as well, which might make some of these meeting dates unnecessary.