Middle States Self-Study

Online Resources
Primary Web Resources

- Provost’s MSCHE site
- Document and Feedback request forms
- Secure MSCHE Document Library
- Secure MSCHE Collaborative Editor
Provost’s MSCHE Site

- http://provost.cua.edu/msche
- Primarily for publicly available information and documentation
- Links to other resources
- The only URL you need to know!
Document Request and Feedback Forms

Middle States Self Study

Welcome to the Catholic University of America's Middle States Self-Study Web Page.

Every ten years, The Catholic University of America conducts a self-study for the purposes of self-evaluation and institutional improvement, as part of the decennial evaluation process set forth by the Middle States Commission on Higher Education. The self-study process is an integral part of the university's continuing accreditation and an opportunity to strengthen the university through a comprehensive assessment.

This web-site is intended to provide a forum for the university community to learn more about Middle States and the self-study process. As such, information on this site will be updated regularly as the university progresses through the various stages of self-study and produces its final report.

Last Revised 25-Jan-08 04:01 PM.
Access to Secure Documents

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Secure MSCHE Document Library

- Only authorized CUA users may access this area
- Username and password required
- Documents are sorted by folder
- Visitors can see one or more folders
- These documents are for use by the tasks forces
- https://secure.cua.edu/msche
MSCHE Collaborative Editor

- For working on task force documents as a group
- Built-in Workflow
- Automatic edit lock and release
- Revision control
- Print version
Roles

- **Reviewer** - anyone who has a role within the publication process will have access to see all parts of the publication
- **Editor** - has ability to add/delete/change the section(s) for which they have been assigned editing access
- **Approver** – has the ability to approve their sections and edit as necessary
- **Final Approver** – is the last reviewer who approves the section for publication
Rules

- Editors can access their document at any time, making necessary changes.
- Editors can save their work as they go. All changes do not need to be made at once. They can view and compare their edits with previous versions. All versions will be saved.
Rules

- When all edits are complete, ONE editor should set the status as follows, which will indicate that the section is ready to be reviewed:
  - No changes
  - Typos only
  - Substantive changes
- Once the document is ready to be reviewed, an Approver can accept the changes, or annotate the document indicating the areas that still need editing.
- When the document has been approved, those with final approval capabilities can determine when the section is ready to be published.
Routings

1. **Editor**
   - Document edited

2. **Approver**
   - Document reviewed
     - Approved?
       - Yes: Document reviewed
         - Approved?
           - Yes: Ready for publication
           - No: Document reviewed
     - No: Document reviewed

3. **Final Approver**
   - Document reviewed
     - Approved?
       - Yes: Ready for publication
       - No: Document reviewed
Collaborative Editor Homepage

Documents that you can access and that are available for editing or review will appear in **red**

<table>
<thead>
<tr>
<th>Section Title</th>
<th>Page ID</th>
<th>Status</th>
<th>Editor(s)</th>
<th>Approver(s)</th>
<th>Final Approver(s)</th>
<th>Print Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Force 99 - University Self Study SAMPLE</td>
<td>1</td>
<td>Awaiting Edits</td>
<td>trudeau</td>
<td>trudeau</td>
<td>trudeau</td>
<td>Print Preview</td>
</tr>
</tbody>
</table>

Your name will appear in the editor and/or approver column for sections you can access

Click on the page number to view the document

Check both boxes and click ‘Hide’ to only display the documents that are available to you to edit
## Status of Edits

1. **Awaiting Edits** – section status until edits are complete
2. **Awaiting Review** – edits have been completed with indication of how much was changed
3. **Section Approved** – waiting for final approval

<table>
<thead>
<tr>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awaiting Edits</td>
</tr>
<tr>
<td>Awaiting Edits</td>
</tr>
<tr>
<td>Awaiting Review - No change</td>
</tr>
<tr>
<td>Awaiting Review - Typos fixed</td>
</tr>
<tr>
<td>Awaiting Review - Substantive changes</td>
</tr>
<tr>
<td>Section Approved</td>
</tr>
</tbody>
</table>
How to Edit a Document

Standard box using all the typical editing capabilities

History of revisions so that previous versions can be compared
**Editing**

As you are making edits, click on the "save and keep working" button. Add or delete text, make corrections where necessary. Do not click on the "Edits Complete" button until you are finished making all edits to that particular document and are ready to have it reviewed.

As you are making edits, click on the "save and keep working" button.
Edits Complete

When you are done making any changes, click on “Edits Complete” box.

Enrollment

We would like to add a new policy for students who complete

This box will appear. Choose one of the options based on the extent of your changes, then click on “Edits Complete” box.
Comparing Previous Versions

Deleted content appears as strikethrough in red.

Added content appears in green.
Adding Annotations

You can annotate the document with comments for the editor or additional reviewers.

After you add the annotation, click on Save and Keep Working button.

We need to update this with new dates.
Reading annotations

Annotations:
Edward Trudeau (09/02/2008 @ 10:46 AM):
Updated to reflect results of 9/2 meeting