

**University at Buffalo**  
**NCAA Athletics Certification Program**  
**Timetable**  
**2001-2002**

- ❖ September 28, 2001-NCAA Orientation visit
- ❖ October 1, 2001-December 31, 2001-Steering committee and subcommittees prepare previous certification self-study items, collect data and respond to the self-study questions for each operating principle.
- ❖ January 1, 2002-January 30, 2002-Subcommittees evaluate data collected and responses to self-study questions. Subcommittee members individually solicit feedback from colleagues.
- ❖ January 31, 2002-Subcommittees submit responses to self-study questions to steering committee for review and feedback.
- ❖ February 1, 2002-March 29, 2002-Subcommittees evaluate and prepare plans for improvement based on responses to self-study questions.
- ❖ February 1, 2002-February 15, 2002-Steering committee review the responses to self-study questions and prepare questions for subcommittee members.
- ❖ February 16, 2002-February 28, 2002-Steering committee and subcommittee members meet to discuss the responses to self -study questions and to provide feedback.
- ❖ March 1, 2002- March 14, 2002-Subcommittees review the steering committees' feedback and update the responses to the self-study questions as necessary.
- ❖ March 15, 2002-Subcommittees submit updated responses to self-study questions to steering committee.
- ❖ March 18, 2002-March 22,2002-External readers review updated responses and compare to steering committee recommendations.
- ❖ March 25, 2002-Updated responses to self-study questions are sent to steering committee for final review.
- ❖ March 25, 2002-March 29, 2002-Steering committee submits any questions/changes on updated self-study responses to Project Manager.
- ❖ April 1, 2002-Subcommittees submit plans for improvement to steering committee for review and feedback.
- ❖ April 9, 2002-Steering committee gives final approval of self-study responses and distributes drafts of plans for improvement.

- ❖ April 9, 2002-April 15, 2002-Steering committee reviews plans for improvement and prepares questions for subcommittee members.
- ❖ April 16,2002-April 30, 2002-Steering committee and subcommittee members discuss plans for improvement and provide feedback.
- ❖ May 3, 2002-Final drafts of self-study responses sent to Chief Report Writer.
- ❖ May 1, 2002-May 6, 2002-Subcommittees review steering committees' feedback and update the plans for improvement as necessary.
- ❖ May 7, 2002- Subcommittee submit updated plans for improvement to steering committee for final approval.
- ❖ May 20, 2002-Final drafts of plans for improvement sent to Chief Report Writer.
- ❖ May 6, 2002-June 21, 2002-Chief Report Writer prepares draft of self-study report and an executive summary.
- ❖ June 21, 2002-Chief Report Writer submits draft of self-study report and an executive summary to steering committee for review.
- ❖ June 15, 2002-July 14, 2002-Steering committee solicits feedback on self-study report from campus community and University Officials. Accomplished through campus meeting, letters to campus groups, media and web site.
- ❖ July 15, 2002-July 19, 2002-Steering committee evaluates feedback and sends revisions to the Chief Report Writer.
- ❖ July 22, 2002-July 29, 2002-Chief Report Writer makes final changes to self-study report and executive summary.
- ❖ July 30, 2002-August 1, 2002-Steering Committee Chair reviews final changes and approves final report to go to printer.
- ❖ August 5, 2002-August 22, 2002-Chief Report Writer and Project Manager send Self-Study Report and Attachments to printer.
- ❖ August 23, 2002-August 26, 2002-Steering Committee Chair, Chief Report Writer, and Project Manager review report from printer and prepare to send final self-study report to the Peer Review Team members and NCAA.
- ❖ August 27, 2002-Steering Committee Chair sends final self-study report to the Peer Review Team members and NCAA.
- ❖ November 5-8, 2002 Peer Review Team evaluation visit.
- ❖ 2003-Notification of certification status.