



August 4, 2022

Dear Dr. Bastecki-Perez,

As we near the opening of Self-Study Institute (SSI) 2022 registration, we want to provide additional information regarding the online sessions.

Registration: Registration for SSI will open in late August. You will receive an email with instructions once registration opens. Each institution will be able to register up to 10 participants, three of whom will be designated as "key institutional representatives." For the purposes of SSI participation, these key institutional representatives are the Accreditation Liaison Officer and two individuals whom the institution has identified as leaders of the self-study process and who commit to attending both the plenary sessions and the small group workshops. Please consult with your institutional leadership to begin the process of identifying these key institutional representatives.

Schedule: SSI 2022 will be offered entirely online in both synchronous and asynchronous learning formats. SSI will consist of five synchronous sessions (plenary and small group workshop sessions) and six recorded sessions that will be made available throughout the SSI period.

Please save the dates for SSI 2022 synchronous participation, which start with a plenary session scheduled from **9:00 to 10:30 a.m. Eastern Time**. All participants must attend the plenary sessions.

As a reminder, the dates for the synchronous sessions are:

- Thursday, October 6
- Friday, October 14
- Thursday, October 20
- Friday, October 28
- Thursday, November 10

Small Group Workshops: Additionally, the three key institutional representatives will participate in designated small group workshops. Your small group workshop is scheduled on each of the above dates at **10:45 a.m. to noon with your Vice President liaison Dr. Paul Starkey**. The three key institutional representatives should block their schedules for both the plenary and the small group workshop times.

Communication: Note that all communications will include SSI 2022 in the subject line and will come from events@msche.org. You may also receive individualized communications from your Vice President liaison. At the onset of the process, our primary communication will be with the institution's President (CEO) and the Accreditation Liaison Officer (ALO). Please make sure that your institution's contact information is up to date in your [MSCHE institutional portal](#). If you need assistance with updating key contacts, email support@msche.org.

Invoicing: Your institution was invoiced for SSI 2022 in the amount of \$3,500 on July 7, 2022. Please note that payment is due within 30 days of the invoice date. The invoice was sent to your institution's Chief Financial Officer, as designated in the MSCHE Institutional Portal. For additional information, see the [Dues and Fees Procedures 2022-23](#).

Should you have any questions about SSI or any accreditation activity, please outreach to your Vice President liaison. Their names can be found online within the Institution Directory or within the MSCHE portal.

We are looking forward to your participation in MSCHE Self-Study Institute 2022 and supporting your efforts throughout the entire self-study process!

Sincerely,



Idna M. Corbett, EdD
Lead Vice President, Institutional Field Relations



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