



**Middle States Commission on Higher Education**

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www.msche.org

April 17, 2012

Dr. Karen Stout  
President  
Montgomery County Community College  
340 De Kalb Pike  
Blue Bell, PA 19422

*Vicki - let's talk at our next 1:1.*  
04-19-12 A09:17 RCVD  
*Kan*  
*fb: cms in Vicki's one-on-one mtg. Hilda*

Dear Dr. Stout: *Karen*

Your institution is scheduled for an accreditation review in 2014-15, based on a self-study report that your institution will prepare. Therefore, the Commission invites you to send up to **TWO** representatives to the Self-Study Institute, scheduled for November 8-9, 2012, at the DoubleTree by Hilton Downtown Wilmington-Legal District, Wilmington, DE.

The Self-Study Institute is the training event for self-study provided by the Commission. In order to make the process as useful to institutions as possible, the workshop focuses on the initial planning stage of the self-study. It is ideal if the individual(s) who will serve as chair or co-chair of the self-study steering committee can attend. If that is not possible, you should send people who either will be self-study leaders at some level or will be the ones to identify the self-study leaders. There will be time for your representatives to meet individually with the MSCHE vice president who serves as liaison to your institution. The liaison also will visit your institution following the Institute to assist you in preparing for the self-study process.

The registration fee is **\$565.00** per person. Please register by **October 8, 2012**, to reserve your places. However, we encourage you to **designate your representatives as soon as possible**. To register, visit our website at [www.msche.org](http://www.msche.org), click on "Events" and follow the links to the "Self-Study Institute." Use the registration code "SS12," valid only for this event. Registration is available online only and requires the use of Visa, Master Card or American Express to pay the registration fee. Please contact Victoria Clark, Assistant Director for Events and Training at [vclark@msche.org](mailto:vclark@msche.org) if you wish to place names on a waiting list for additional seats, should they become available.

A block of rooms is reserved at the DoubleTree by Hilton Downtown Wilmington-Legal District in the name of Middle States Commission on Higher Education until **October 8, 2012**. The group rate is \$129.00 per night, single or double, plus local taxes and fees. Reservations after this date will be on a space-and rate-available basis. For online reservations and hotel information, return to the "Self-Study Institute" page on our website, scroll down to "Accommodations," click on the hyperlink or call 800-737-7181 and reference the group code "MSC" to receive our special rate.

We are looking forward to assisting you with planning an effective self-study.

Sincerely,  
*Elizabeth H. Sibolski*  
Elizabeth H. Sibolski, Ph.D.  
President of the Middle States Commission on Higher Education

*We hope that this program will be helpful in creating a strong foundation for self-study.*

cc: Dr. Joan E. Brookshire, Associate Vice President of Academic Affairs