

Self-Study Process

Online Learning Providers undergoing review will participate in a self-study process with the aim of improving the quality of their program. Though providers are free to complete this process in their own way, the following document outlines a suggested approach.



1. Assemble Team

The self-study should be completed by a team that includes a variety of stakeholders. These could include teachers, program administrators, board members, parents, and students.



2. Conduct Initial Meeting

During the initial meeting, the group develops shared understanding of the self-study review purpose, process, and roles of the individual team members. Teams may decide to use the Self-Study Standards Review Worksheet to divide the standards among specific team members? Deadlines and meeting dates are set and communication protocols are agreed upon.



3. Gather, Analyze, Share Data

Group members gather information and data related to the standards, which they will then analyze and make initial conclusions to share with the team. The Self-Study Standards Review Worksheet is used to make sure all standards are addressed. Data and information used to support this analysis should be compiled and organized so that they're accessible to the other team members as well as MDE reviewers. Together, the team makes conclusions and improvement plans based on the analysis.



4. Write and Submit Self-Study Report

One or more team members will collate the information and analysis of the organization's reflection on the standards and write the self-study report. Use the Self-Study Report Outline to support the report writing process. Drafts of the report are shared with members of the team for feedback and review. The team uses the Self-Study Report Review Rubric during the revision process. The final report should include links to supporting data and is submitted to MDE for review by the August 1st deadline.



5. Take Action Based on MDE Feedback

MDE reviewers provide feedback to the organization on the self-study report. This may result in one of the following: 1) state approval to continue operating as an Online Learning Provider, 2) provisional approval pending further action from the self-study team, or 3) conditional approval which would include recommendations for significant organizational improvements and another review at the end of the subsequent year. The team takes further action as required.