

## **Self-Study Plan**

### **Table of Contents**

- I. Name of Institution**
- II. Self-Study Coordinator**
- III. Timeline for Self-study Process**
- IV. Members of Self-Study Steering Committee and Sub-Committees**

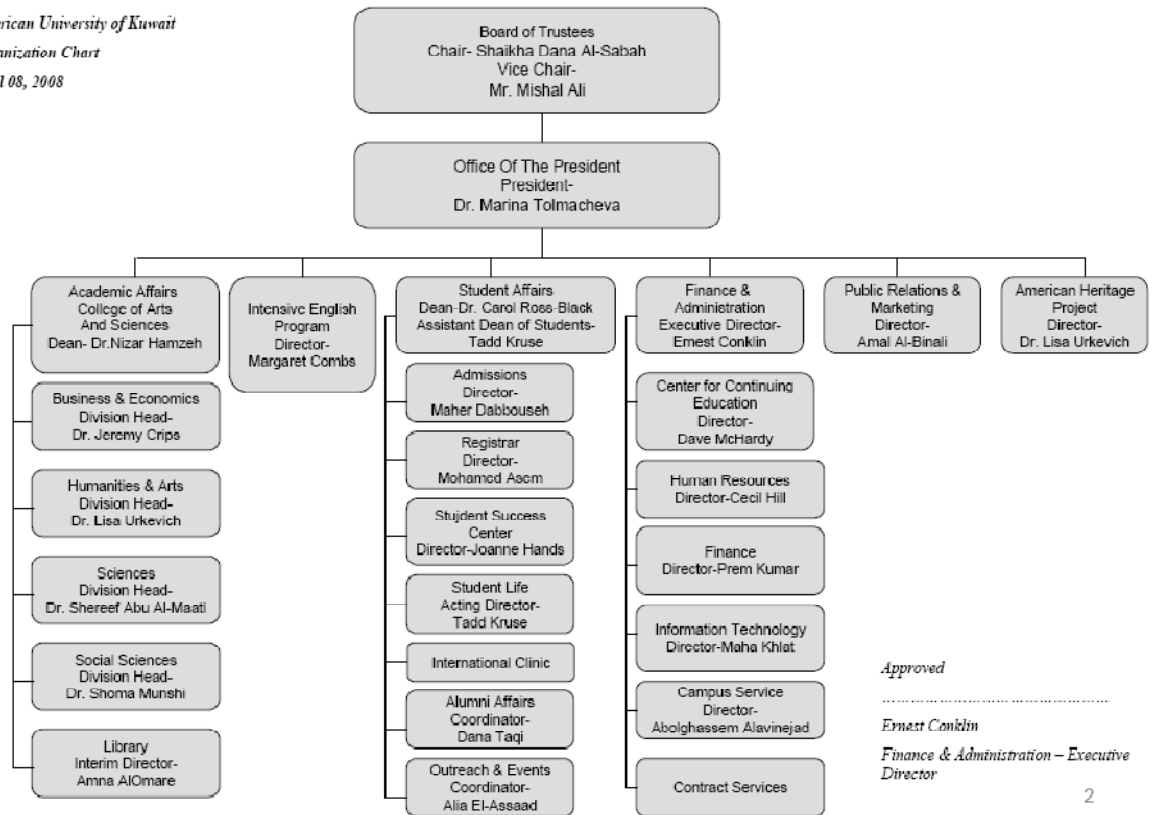
**I. Name of Institution:** American University of Kuwait, Intensive English Program

**Mission of Institution:**

The mission of the American University of Kuwait Intensive English Program is to prepare students to gain sufficient mastery of the English Language and to successfully apply critical thinking skills in order to enter the academic degree programs of AUK, and to excel as students both during and after their formal studies. IEP will achieve its mission by training non-native English speakers in specific uses of English for academic purposes as well as providing quality English language instruction to all who have chosen English as their medium of communication for academic pursuits while promoting regional, international, intercultural and self-understanding

**Organizational Structure:**

*American University of Kuwait  
Organization Chart  
April 08, 2008*



II. **Self-study coordinator:** Stephen Jacques, English Instructor  
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III. **Timeline for Self-Study Process:**

Activity	Person Responsible	Date
		<b>2007</b>
Appoint Steering Committee	M. Combs	October 23, 2007
Initial Meeting of Steering Committee	S. Jacques	October 25, 2007
Submit Self-Study Plan	S. Jacques	December 10, 2007
Appoint Sub-Committees	M. Combs	December 10, 2007
First Planning meeting of sub-committees	SC and each sub-committee	December 18, 2007
		<b>2008</b>
Second Planning meeting of the sub-committees	SC and each sub-committee	January 8, 2008
Work-Time and meetings for sub-committees	Members of Sub-committees	January- July
Chairs of sub-committee submit to the SC their first drafts of responses to section A and B of all standards in their area	Chairs of the sub-committees	May 29, 2008
General self study meeting of all committee members to review drafts and present feedback	SC and Sub-committee members	June 5, 2008
Chairs of sub-committee submit to the SC their revised sections A and B as well as first drafts of C and D- evaluations and recommendations to SC	Chairs of the sub-committees	September 4, 2008
General self-study meeting to discuss recommendations	SC and all sub-committee members	September 11, 2008
Final Revisions from sub-committees to SC	Chairs of the sub-committees	October 2, 2008
Compilation of final report	S. Jacques	August-October, 2008
Editorial Review	P. Arthur	June-August 2008 A&B August-October
Submission to CEA	S. Jacques	November 1, 2008
Target date for the site visit		January 15, 2009- March 31, 2009

#### IV. Members of Self-Study Steering Committee and Sub-Committees

Standard Area	Name and Position in Institution	Area of Self Study Responsibility
Mission	S. Jacques English Instructor	Self-study Coordinator Chair of SC, Mission Standard, Member of Sub Committee 3
<b>Sub-committee 1</b> Administrative and Fiscal Facilities, Equipment, Supplies	E. Conklin Executive Director of Finance & Administration	Chair of Sub-committee
	Prem Kumar Finance & Administration	Member
	Amal Al Bin Ali Public Relations	Member
	Ali Yazzbek HR Recruitment Specialist	Member
	Hugh Lauxley Senior HR Generalist	Member
	Abolghasem Alavinejad Director of Campus Services	Member
	Patricia Read-Hunter Senior Assistant to the President	Member
	Margaret Combs, Director of Intensive English Program	Member of SC, Member of Sub- committee 1, 2 & 3 Chair of Student Achievement
<b>Sub-committee 2</b> Student Services Recruiting Student Complaints	Dr. Carol Ross, Dean of Student Affairs	Chair of Sub-committee
	Tadd Kruse, Assistant Dean of Students	Member
	Joanne Hands, Director of Student Success Center	Member
	Mohamed Asem, Registrar	Member
	Lama Al-Othman, Admissions Counselor	Member
	Alia El-Assaad, Outreach and Events Coordinator	Member

<b>Sub-committee 3</b> Curriculum, Faculty, Length and Structure of Program of Study, Student Achievement	Kimberly Al-Suffi English Instructor	Chair, Member of SC, Chair of Length and Structure of the Program Study
Curriculum	Michael McMurray ENGL 099 Coordinator Senior English Instructor	Member of SC, co-chair of Curriculum, of Length and Structure of the Program Study
Curriculum	Rebecca Sanchez-Loomis IEP Coordinator	Member of SC, co-chair of Curriculum, of Length and Structure of the Program Study
Curriculum	Debra Hoffer English Instructor	Member of Curriculum
Curriculum	Joan Logue English Instructor	Member of Curriculum
Curriculum	Don Prades Senior English Instructor	Member of Curriculum
Curriculum	Sandra Stein English Instructor	Member of Curriculum
Curriculum	Beth Awwad English Instructor	Member of Curriculum, Faculty
Faculty	Bob Brown English Instructor	Member of Faculty
Faculty	Robert Hobbs English Instructor	Member of Faculty
Faculty	Katherine Lovan English Instructor	Member of Faculty
Faculty	Joy Zreba English Instructor	Member of Faculty
Length and Structure of the Program Study	Jami Greene English Instructor	Member of Length and Structure of the Program Study
Student Achievement	John Barnett Senior English Instructor	Member of Student Achievement
Student Achievement	Dana Hodeib English Instructor	Member of Student Achievement
Student Achievement	Derek Parks English Instructor	Member of Student Achievement
Student Achievement	Kevin Peppard English Instructor	Member of Student Achievement
Student Achievement	Steven Zagorin English Instructor	Member of Student Achievement