Preparation for the Higher Learning Commission Re-Affirmation of Accreditation

END-OF-SPRING SEMESTER VIRTUAL MEETING
May 13, 2021 at 1:00 p.m. via Microsoft Teams

AGENDA

1) Welcome (John Mark Lommel)

2) Quick Updates
   a. HLC April 2021 Virtual Conference Resources (Institutional Accreditation Coordinator)
   b. HLC Visit Sample Schedule (John Mark Lommel)
   c. Implications of new strategic plan (John Mark Lommel)

3) Looking Forward to Fall 2021
   a. Review of Timeline (Institutional Accreditation Coordinator)
   b. Accreditation Marketing Campaign (Institutional Accreditation Coordinator)
      i. Sample Campaign Proposal
      ii. Sample FAQ (for both faculty and students)
      iii. Sample marketing/ campaign and videos themes/ideas
   c. Writing Instructions
      i. General Instructions (Institutional Accreditation Coordinator)
         1. For the narrative (example):
            • Individual assigned a specific sub-component is responsible for writing narrative by October 15, 2021;
            • Writer’s Group Method: swap with another team member for revisions/edits and peer feedback by November 12, 2021;
            • Revise and/or rewrite as needed; submit to Criterion chair for compiling in a single criterion document by December 01, 2021;
            • Criterion chair then submits to OIE by December 31, 2021.
         2. For the evidence: Update (as needed) and Finalize (include cross-reference) by December 31, 2021.
      ii. Conventions Template (John Mark Lommel)
      iii. Making the Most of Your Evidence (Jessica M. Turos)

4) Breakout rooms (Dawn L. Anderson, Criterion # 1; Patrick D. Pauken, Criterion # 2; Sara A. Bushong and Brigette Gibson, Criterion #3; Jessica M. Turos and Institutional Accreditation Coordinator, Criterion # 4; John Mark Lommel, Criterion # 5)
   a. Takeaways: What work? What did not work? What would be useful?
   b. Review gaps to be addressed by ASAP by Administration (Finalize CGSSA? Complete Gaps Summary Template? Etc.)
   c. Other business (i.e., brainstorm Marketing Theme and FAQ, discuss writing assignments, Etc.)
## A Look Ahead....

<table>
<thead>
<tr>
<th>Specific Task/Activity</th>
<th>Due</th>
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</thead>
<tbody>
<tr>
<td>Current Status, Strengths and Weaknesses</td>
<td>May 31, 2021</td>
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<tr>
<td>Gaps Resolution</td>
<td>May 31, 2021 - March 31, 2022 (ongoing)</td>
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<td>Evidence Collection (First Round)</td>
<td>May 31, 2022</td>
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<tr>
<td>Criterion-Specific Assurance Agreement Narrative</td>
<td>December 31, 2021</td>
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<td>Final Evidence List (Finalized)</td>
<td>March 31, 2022</td>
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<td>Send out Student Survey</td>
<td>April 2022</td>
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<tr>
<td>Compilation of Single Assurance Agreement Narrative Final Review and Read by OIE</td>
<td>March 31, 2022 - May 31, 2022</td>
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<td>Final Read and Review by Provost/President/Cabinet/General Counsel</td>
<td>May 31, 2022 - June 31, 2022</td>
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<td>Upload in HLC Portal</td>
<td>July 31, 2022 - August 15, 2022</td>
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<td>Receive Student Survey and Third-Party Comments</td>
<td>September 2022</td>
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<tr>
<td>HLC - Visit Dates</td>
<td>October 17-18, 2022</td>
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