

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 Brigitte 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...

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

CONTACT INFORMATION:

John Mark K. Lommel

Director, Office of Institutional Effectiveness
HLC Accreditation Liaison Officer
Office: 419-372-7601
Email: jlommel@bgsu.edu

Brigette S. Gibson

Associate Director, Office of Institutional Effectiveness
Office: 419-372-7880
Email: bgibso@bgsu.edu

Jessica M. Turos

Associate Director, Office of Academic Assessment
Office: 419-372-2239
Email: jmturos@bgsu.edu

Dawn L. Anderson

Associate Professor
Associate Dean, Administration & Faculty Affairs
College of Health and Human Services
Office: 419-372-8090

Email: dawna@bgsu.edu

Sara A. Bushong

Vice Provost for Faculty Affairs, Interim Dean, University Libraries
Office: 419-372-2856
Email: sbushon@bgsu.edu

Patrick D. Pauken

Director and Professor, School of Educational Foundations, Leadership, and Policy
Interim Chair, Higher Education and Student Affairs
Secretary, Board of Trustees
Office (Education): 419-372-2550
Office (Board of Trustees): 419-372-9234
Email: paukenp@bgsu.edu

Program Review and Institutional Accreditation Coordinator

Office of Institutional Effectiveness
Office: Desk: 419-372-2849
Email: institutionaleff@bgsu.edu