

**Preparation for HLC Visit Time Line
March 19-21, 2018 plus ALB.**

Accreditation Leadership Team: Arvid, SME, Damon, Pam, Frank, Becky G., Cathy N., Susan S. Katie, Skylar, Trina and Janine

Co-chairs: Frank and Janine

May:

- Form Accreditation Leadership Team
 - Is our team complete? **Katie, Trina, Skylar Kern**
 - Schedule monthly meetings for summer/more frequent in the fall: **August 7 @ 10 a.m.** (fall will be scheduled at that time)
 - Portal area for HLC materials for the team: yes
- Form Federal Compliance Report Team: **Janine**
 - Fin. Aid
 - Registrar
 - Advising (Transfer policies)
 - Accreditation/Compliance
 - Provost/Deans
 - Title IX Coordinator
 - Security
 - Technology
 - Dave/Athletics
 - Student Life (handbook)/Retention
 - Marketing:
 - Form Publication Team to look at all publications including Student Right to Know: Marketing, Admissions, Advising, Student Life Reg. Deans, HR, Asst. Reg. & Financial Aid; Do we have a policy for how often these publications are updated and who is responsible? Are all minutes from committees in the portal? **John**
- Form Criterion Teams (See *Comprehensive Quality Review Report*) **Becky**
- Determine who will work with Alb. and write multi-campus report (See *Multi-campus Evaluations*) **Frank, Janine and Michael Domino**
- Book rooms, hotels**, technology, Sodexo, Saints Ambassadors: **Trina**
- Look at Benedictine example website; is this something we want to do? Plainer version: **Ben and Becky**
- *2 years of syllabi on O drive: **Trina**
- Transcripts for FT. PT Faculty and degreed staff? **Trina**
- Need up to date Org charts for University, ALB and Division (Do Colleges have current org charts? Does the University?) **Ex. Council to Becky**
- When do we inform/educate the Board and have several members available for the visit? **Arvid**
- Schedule monthly meetings for the summer. How often should we begin meeting in September? See above.

September

- Review and reply to Systems Appraisal; Begin work on CQR Report

- 18: Public information check is complete (all of website, handbooks, and publications are up to date and match)
- Federal Compliance Draft 1 due
- Determine how to collect and whom to notify re: third party comments (See *Third Party Comments*) and save copies of all notices to send to HLC: **Katie and ALC team**

October

- Publish request for Third Party Comments
- Receive information about Accreditation Team

December 10:

- CQR draft due
- FCR draft 2 due
- Multi-campus draft due

January

15: Publicity and Faculty sharing about Student Opinion Survey

19: Begin Student Opinion Survey and run for 10 days

February

5: Comprehensive Quality Review Report due

- Federal Compliance Report due
- Multi-campus Report due

Talk with visit chairs re: any changes in agenda; any necessary logistics: determine who will attend what meetings.

19:

- Third party comments due to HLC
- Copies of notices to HLC
- White glove team developed and inspects campus: Meg and SME

March

(March 5-9 Spring break)

March 10-Final agenda from chair

Week of March 12th: Should we have an all campus meeting (check with AA and ASC to support)? Town Hall Meeting?

March 18-21 (Actual visit is 19-20 but they may come in early and will leave later) plus Albuquerque visit

**Possible rooms: Team: Alumni conference Room; Main Meeting room: Board Room: Other possible rooms: C222, San Damiano and Exec. Conference Room. What hotel: Harrah's

What rooms should be reserved in ALB?

Team Room and Bd. Room should have snacks, coffee, water, printer, laptops, and phone;

Develop Key contacts phone directory; Kleenex, and campus map