

Preparing for HLC Site Visit
Overall Timeline and Action Plans (updated 7/2016)

Timeline	Quality Assurance Activities	Current Status
Summer 2016	<ul style="list-style-type: none"> ▪ Select and identify a copy editor ▪ Plan for 2nd year activities 	Steering Committee meets in July and August
September 15	<ul style="list-style-type: none"> ▪ 2nd Year preparation kickoff event 	9:30-11:30am, Welch 205. President's and Provost's calendar secured
October 2016	<ul style="list-style-type: none"> ▪ Presentation at All AP meeting 	Contacted Leigh Greden
November 10, 2016	Mock site visit	By 2 external consultants
Jan-Feb 2017	<ul style="list-style-type: none"> ▪ Progress check (e.g., organize a mini retreat to review the work of each criterion team) 	
Mid-May 2017	<ul style="list-style-type: none"> ▪ 1st draft of assurance argument in place ▪ Campus review begins (review by key stakeholder groups) 	May need to establish a separate team to prepare for federal compliance review as well
Spring 2017	<ul style="list-style-type: none"> ▪ Submission of QI report (Rhonda L/Calvin M/Darlene L) 	
Late Summer 2017	<ul style="list-style-type: none"> ▪ Establish a team for coordinating site visit logistics <ul style="list-style-type: none"> ○ Campus signs ○ Identify and reserve work and meeting rooms ○ IT access ○ Hotel and travel arrangements ○ ... 	
August 31, 2017	<ul style="list-style-type: none"> ▪ Final assurance argument in place ▪ All support documents stored in electronic portal 	
Mid-September, 2017	<ul style="list-style-type: none"> ▪ Lock Assurance portal ▪ Complete submissions to HLC 	
Late September-Early October 2017	<ul style="list-style-type: none"> ▪ Spot checks ▪ Final touch-ups ▪ Schedule all meetings 	
October 23-24, 2017	HLC Site Visit	