

Preparing for HLC Site Visit
 April-October 2017 Overall Timeline and Action Plans

Timeline	Quality Assurance Activities	Specific Tasks	Status
April 3-11	HLC Student Opinion Survey	Survey 18,500 degree seeking students	Underway
April or May	Conversation with all DH/SD/D group (Bin/Michael. T/David W.)	Qualifications/CVs/Assessment	David W. Sets up
May-early June	1st complete draft of assurance argument in place		40% complete
June	Establish a team for coordinating site visit logistics <ul style="list-style-type: none"> ○ Communication strategies and action plans ○ Campus signs ○ IT access ○ Hotel and travel arrangements 		
July	All AP meetings focusing on HLC presentations (summary of highlights and findings) (All, Leigh)	Bin will contact Leigh to set up	
August 15	Submitting QI Report to HLC (separate process) (Bin and Calvin)		90% complete
August 1-22	Three-week review period for the Board, President, Provost and/or other key stakeholders		
August 23-September 10	Final touch-ups and revisions		
September 11	Portal locks up and ready for external review (Bin)		
October 23-24	HLC Site Visit		

(updated 04/06/2016)