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To: Richard McGinity
From: Carol Frost
Re: HLC Accreditation Process
Date: August 22, 2013
Copies: Myron Allen, Nicole Ballenger, Andy Hansen, Erika Prager

The University of Wyoming is accredited by the Higher Learning Commission. Our last accreditation review was completed in 2010. UW's next accreditation review will follow a new process: last August, President Buchanan committed to the Open Pathway as our selection for the HLC Pathways for Reaffirmation of Accreditation.

The Open Pathway consists of two parts: an assurance review and a quality initiative. UW's Assurance Review takes place in year 10 (2019-2020), and consists of a report based on standards and criteria and an annual online evidence file that must be created by year 5 (2014-15) and updated annually thereafter. A site visit will take place in year 10 (2019-2020).

The Quality Initiative consists of an improvement project chosen by UW. After completing the project, the institution submits a report that is reviewed by a 3-member team at a distance. Our project is due at the end of year 7 (2016-17).

The activities for 2013-14 include the following:

1. **Identify the administrator in Academic Affairs who is the primary contact with the HLC.** Currently Carol Frost serves in that role.
2. **Identify UW's Quality Initiative project.** Last spring the deans and directors discussed taking one of the action items identified in the ACE Internationalization Laboratory project as our Quality Initiative project. Such a project has the advantage of having already been framed, and key people identified.
3. **Attend the HLC fall workshop on the Quality Initiative project.** Assessment Specialist Dr. Erika Prager will attend, and an administrator might accompany her.
4. **Identify the documents that need to be uploaded annually for the Assurance Review,** identify the key people who can supply those documents, and begin to upload documents to the online evidence file. Dr. Prager can take the lead on this effort.

The Quality Initiative proposal should be submitted in fall 2014 to provide the maximum amount of time to complete the project.