

Community training and preparation plan, UW Reaccreditation Project 2020

Report due date: July 31, 2019 (lock date Oct. 21, 2019)

| Title | Topic | Outcomes/Goals | Audience/Attendees | Providers | Target Date/Date Scheduled |
|---|---|---|--|----------------------------------|---|
| January Board of Trustees update and preliminary prep | Visit and report preparation basics, criteria overview and BOT responsibilities | - Familiarize Board with criteria for which they are directly responsible - Discuss additional evidence | Full Board Academic & Student Affairs Committee | Anne Alexander | January 23-25, 2019 |
| Mini Audit #1 Credit Hour Compliance | Small scale audit of syllabi to ensure compliance with credit hour requirements of USDoEd | Analysis will be provided of SCH requirement and how a random sample stacks up Familiarize AA leaders with requirements | Deans Provost's office | Anne Alexander | February 20, 2019 |
| Short video - UW's HLC InfoHub website | Short video highlighting content and information | Familiarize UW internal and external audiences with the central go-to place for background, planning, and prep for report writing and visit | Campus and external stakeholders | Anne Alexander Chad Baldwin | Feb-19 |
| Department Head Rapid Fire HLC Q&A | Work session to provide responses to department head queries on criteria, evidence, and progress on report writing | Evidence identification follow up | Department Heads | Anne Alexander Erika Helgeson | March 13, 2019 @ Department Heads Workshop |
| ASUW, Faculty Senate, and Staff Senate HLC progress reports | Providing progress reports to shared governance bodies | Follow up to Fall 2018 info briefings Answer any emerging question | ASUW Faculty Senate Staff Senate | Anne Alexander | ASUW - February 19, 2019, 7 PM, Union Senate Chambers Staff Senate - TBA Faculty Senate - TBA |
| UW's USP Learning Outcomes and Program Learning Outcomes (g | Highlights of the USP 2015 learning outcomes and workshop on making your own program learning outcomes and student outcomes transparent | Raise awareness of UW USP learning outcomes Increase transparency of program learning outcome and student outcome information | Deans Department Heads Faculty Students | Anne Alexander | March 18, 2019, 1 PM, Coe 506 |

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| Academic Professional Units Training | Criteria and assumed practices 101 Q&A on evidence identification and report writing | -Familiarize AA support unit leadership with criteria for which they are directly responsible - Familiarize leadership with assumed practices - Assurance Argument and Federal Compliance Filing awareness | Directors and leaders of academic student support areas OTR, SFA, ACES, LeaRN, SEO, Admissions, others | Anne Alexander and.... | March 18, 2019, 10 AM, Coe 506 |
| Mini Audit #2 Federal Compliance/Student Athlete compliance audit | Small scale audit of student instances and other documentation to ensure compliance with HLC and NCAA guidelines | Analysis will be provided of requirements and how a random sample stacks up Familiarize participants with requirements and best practices in documenting | Scholarships and Financial Aid Athletics Academic Advisors | Debra Hintz Phil Wille | Mar-19 |
| March Board of Trustees update and preliminary prep | Visit and report preparation basics, criteria overview and BOT responsibilities, public comment info | - Familiarize Board with criteria for which they are directly responsible - Discuss additional evidence - Public comment period information | Full Board Academic & Student Affairs Committee | Anne Alexander | March 27-29, 2019 |
| Academic Deans and Directors Training #1 HLC Criterion #3 | - Faculty qualifications - Credit hour questions - USP learning outcomes - Class scheduling, sizes, and faculty/student ratio - Academic advisors - Professional development | -Familiarize Academic leaders with criteria for which they are directly responsible | Deans and Directors Provost's office | Anne Alexander | Mar-19 |
| Executive Council Training #1 | - The criteria for accreditation - Overview of assumed practices - Overview of Federal Compliance Report progress - Overview of Assurance Filing writing progress - Public comment period info | -Familiarize leadership with criteria for which they are directly responsible - Familiarize leadership with assumed practices - Assurance Filing awareness | Executive Council | Anne Alexander | Mar-19 |

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| Student Affairs Units Training | <ul style="list-style-type: none"> - Start process for student group nomination - Discussion of student survey component - Discussion of student complaint process - Overview of reports - Importance of co-curricular and operational assessment | <ul style="list-style-type: none"> -Familiarize SA with criteria for which they are directly responsible - Report awareness | SA division leaders | Laurie Smith Anne Alexander | Mar-19 |
| HLC Annual Conference | Reaccreditation preparation Meet visit team | | | | April 5-9, 2019 |
| Academic Deans and Directors Training #2 Criterion #4 | <ul style="list-style-type: none"> - Graduate outcomes - Program reviews - Documentation of assessment data-informed changes in programs - Enrollments and student retention, persistence, and graduation rates | <ul style="list-style-type: none"> -Familiarize Academic leaders with criteria for which they are directly responsible | Deans and Directors Provost's Office | Anne Alexander | Apr-19 |
| Executive Council Training #2 | <ul style="list-style-type: none"> - Criteria subcomponents Q&A - Federal Compliance and Assurance Filing report status review - Discussion of unit ambassadors during visit | <ul style="list-style-type: none"> -Familiarize leadership with criteria for which they are directly responsible - Idea generation for visit ambassadors | Executive Council | Anne Alexander | Apr-19 |
| Mini Audit #3 Faculty Qualifications | Small scale audit of faculty transcripts and other documentation to ensure compliance with HLC guidelines | <ul style="list-style-type: none"> - Analysis will be provided of requirements and how a random sample stacks up - Familiarize AA leaders with requirements and best practices in documenting | Deans Provost's office | Anne Alexander Erika Helgeson | May-18 |
| May Board of Trustees update and preliminary prep | Visit and report preparation basics, criteria overview BOT responsibilities | <ul style="list-style-type: none"> - Familiarize Board with criteria for which they are directly responsible | Full Board Academic & Student Affairs Committee | Anne Alexander | May 15-17, 2019 |

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| July Board of Trustees Training | Visit and report preparation - draft reports Overview of expectations and criteria Introduction to visit team | - Familiarize Board with criteria for which they are directly responsible - Familiarize Board with visit team composition and draft schedule | Full Board Academic & Student Affairs Committee | Anne Alexander | July 16-19, 2019 |
| September Board of Trustees - Preparatory Overview | Visit and report preparation - draft reports Draft schedule review Overview of expectations and criteria | - Familiarize Board with criteria for which they are directly responsible | Full Board Academic & Student Affairs Committee | Anne Alexander | September 11-13, 2019 |
| Executive Council Training #3 | Final review of reports (submit lock data 10/21/19) Review draft schedule Introduction to visit team | - Familiarize leadership with visit team, schedule, and reports Approval of Assurance filing | Executive Council | Anne Alexander | Sep-19 |
| Academic Deans and Directors Training #3 Criterion #5 | - Resource allocation and planning - Faculty governance - Importance of linking assessment and operational effectiveness to planning - Campus morale | -Familiarize Academic leaders with criteria for which they are directly responsible | Deans and Directors Provost's Office | Anne Alexander | Sept 2019 Could also do in June |
| ASUW, Faculty Senate, Staff Senate updates and Q&A | - Assurance argument basics and familiarization - Q&A on visit structure and schedule - "Why are they really here?" | - Ensure preparedness of students, faculty, and staff | ASUW Student Affairs leaders | Anne Alexander | Sep-19 |
| Department Head Prep | - Assurance argument basics and familiarization - Q&A on visit structure and schedule - "Why are they really here?" | - Ensure preparedness of faculty | Department Heads | Anne Alexander | Sep-19 |
| Student Affairs Prep | - Assurance argument basics and familiarization - Q&A on visit structure and schedule - "Why are they really here?" | | | | |

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| Community Forum - What to Expect when the HLC is Coming to Campus | - Assurance argument basics and familiarization - Q&A on visit structure and schedule - "Why are they really here?" | - Ensure preparedness of UW | UW internal and external stakeholders | Anne Alexander and HLC Ops Team | Oct-19 |
| November Board of Trustees - final preparations | - Final preparations for Board | -Q&A with Board on next week's visit | Board of Trustees | Anne Alexander | November 13-15, 2019 |
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| Key | | | | | |
| Trustees | | | | | |
| Mini Audit | | | | | |
| Info piece | | | | | |
| ASUW | | | | | |
| Faculty Senate | | | | | |
| Staff Senate | | | | | |
| Executive Council | | | | | |
| Deans and Directors | | | | | |
| Department Heads | | | | | |
| Student Affairs Units | | | | | |
| Other Academic Affairs units | | | | | |
| UW community | | | | | |