

# HLC Accreditation 2021 Project Charter

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# HLC Accreditation 2021 Project Scope

The project includes planning and execution of all of the necessary tasks to ensure the successful Reaffirmation of Accreditation following the HLC Comprehensive Evaluation and Peer Review in 2020-21.

# HLC Accreditation 2021 Project Objectives

## **Project Objectives:**

- Recruit 2021 Accreditation Co-Chairs and Committee Co-Chairs
- Recruit members for Leadership, Advisory, Federal Compliance and Criteria Committees
- Identify, gather and generate evidence that UA meets the HLC Criteria for Accreditation
- Manage and assess the Quality Initiative (UA Learning Initiative)
- Prepare and submit a Federal Compliance Filing including Worksheet on the Assignment of Credit Hours
- Prepare and submit the Assurance Argument and Evidence File
- Support HLC - gather public comments, conduct student surveys, etc.
- Host an On-site Peer Review Team visit and Multi-campus visits
- Prepare and submit an institutional response to the final report

# Project Leadership Team

Gail Burd	Senior Vice Provost, HLC Executive Coordinator
Pam Coonan	Exec Director Curricular Affairs, HLC Liaison Officer (ALO)
Jane Hunter	Director, Acad. Resources & Special Projects, HLC Project Manager
Cindy Williams	HLC Project Support
Kat Francisco	Exec. Assoc., HLC Administrative Support
TBD	UAIR support person
TBD	Editor for near final/final document

# Key Milestones

<b>Fall 2018</b>	Dry-run of Federal Compliance Worksheet
<b>Oct 2018</b>	Committee Co-Chairs Selected
<b>Nov 2018</b>	Kickoff Meeting for All Committee Members
<b>Feb 2019</b>	Campus-wide review of evidence to identify gaps (for each criterion)
<b>Mar 2019</b>	Initiate changes based on campus-wide review
<b>May 2019</b>	Dry-run upload of Evidence File data to Box
<b>Aug 2019</b>	Submit Quality Initiative report (Academic Affairs)
<b>Sep 2019</b>	Elaborated outline of Assurance Argument (for each criterion)
<b>Nov 2019</b>	First round upload of Evidence File data to Box
<b>Apr 2020</b>	Pull Federal Compliance Data

<b>Jun 2020</b>	Internal readiness audit (incl. review of compiled Assurance Argument)
<b>Sep 2020</b>	Committees submit draft sections of Assurance Argument
<b>Oct 2020</b>	Complete Draft Federal Compliance Worksheet
<b>Nov 2020</b>	Submit Federal Compliance Worksheet
<b>Dec 2020</b>	Refresh Evidence File data in Box
<b>Dec 2020</b>	Final draft of Assurance Argument to editor
<b>Jan 2021</b>	Filing: Assurance Argument, Evidence File and Federal Compliance Worksheet
<b>Jan 2021</b>	Internal Lock Date (changes limited to leadership team)
<b>Mar 2021</b>	Finalize Filing - Lock Date
<b>Apr 2021</b>	Peer Review Team visit

# Communication Plan

- The HLC Accreditation 2020 website will be the primary method for distributing project related information.
  - Criteria for Accreditation
  - Committee Members – names and contact information
  - Project Status Dashboard
  - Important links (UA and HLC)
  - Milestones
- Pam Coonan, HLC Accreditation Liaison Office (ALO), will be the primary contact person for HLC.
- Regular Project Leadership Team meetings will ensure that project milestones are met, and efforts are underway to lead to successful reaffirmation of accreditation.
- A Biannual Update will be issued (July and January).
- Box will be used as a repository for evidence and other important data and documents (drafts and final versions).

# Constraints

- Although institutions may provide different information relevant to their specific context and mission as evidence, the HLC Criteria for Accreditation are fixed and must be adhered to.
- The Federal Compliance Requirements are non-negotiable.
- UA does not have any influence regarding the selection of the Peer Review Team.

# Identified Risks

- UA has experienced significant changes in leadership over the past 10 years.
- Changes to the Criteria for Accreditation have been proposed and, if adopted, may go into effect in fall 2019.
- Improvements are underway for the following identified risks:
  - Assessment data for General Education is inadequate.
  - Availability/quality of syllabi for majors courses are insufficient.
  - Non-compliance issues with respect to contact hours have been identified.
  - Student complaint system that adheres to HLC requirements is not in place.