

University of Arizona

HLC Reaffirmation of Accreditation Site Visit, April 26 and 27, 2021

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What to expect and How to respond during a session of the HLC Reaffirmation of Accreditation site visit?

Before the session:

Participants should update their zoom software. To do this, open the desktop app for zoom on your computer. Click on your photo in the upper right corner of the screen. Near the bottom of the list that opens, click on Check for Updates. Zoom will begin a review of your current software (see progress toward the bottom of the screen) and then a button will open on the middle of the screen to update. Click this.

- An update is sent to the University every Monday morning at 7 AM. Update Monday morning before any of your HLC sessions.
- Please edit your zoom My Profile to show your name and your title (this is in the same drop-down list indicated above).
- Review the section of the [HLC Assurance Argument](#) on the topic of the session(s) you will be attending.
- Review the [HLC 2021](#) website if you have questions about the HLC or the process we used to prepare for the review.

In the zoom room:

Participants should keep their video and audio off during the session unless called upon by one of the reviewers. If you have difficulty signing into the zoom session you have been invited to attend, please contact Mark Felix, mwfelix@arizona.edu.

Why were you invited to a session?

Each session includes individuals who were invited because they have titles, experience, and/or work assignments related to the session topic, and the reviewers will expect someone with your expertise to be attending the session.

How can you prepare for the session?

Not everyone will have an opportunity to speak, but all participants should think about a contribution they can make that is appropriate for the topic of the session.

What to expect in the session?

For each session, the reviewers will ask questions that they would like to have answered and that could support or extend the information in the HLC Assurance Argument. The reviewer may also need particular points clarified before they write the HLC Report.

Keep your comments clear and succinct. Be aware of the flow of the meeting. The goal is to give the reviewers enough information to address the question.

How to respond to questions in a session?

For most sessions, the meeting will take place in a zoom environment. Participants who would like to answer or address a question from the reviewers will **“raise their hand” in zoom**. This is located under the **Reaction Button** at the bottom of the zoom screen. With the Participant List open, the reviewer will call on the participants with hands raised in temporal order.

When you are called upon to answer, turn your audio on, first give your name and the title of your position, then make your brief comment.

When you are finished or if you no longer wish to answer the question, you may lower your hand using the same Reaction Button.

If you have questions, please contact Gail Burd at gburd@arizona.edu.