

Lindenwood University

HLC, 2017 – Work Schedule and Timeline

| Dates | Actions | Responsible Parties |
|---------------------------|--|---|
| June, 2014 | Campus HLC Assurance System Coordinators are named | Provost |
| July 24, 2014 | Campus personnel meet with HLC Liaison to learn about accreditation process and assurance argument. | Provost |
| March, 2015 | Administrative staff attend HLC sessions on the accreditation process and assurance argument. | Assurance System Coordinators |
| June-July, 2015 | Initial communication regarding the accreditation process and HLC, 2017 comprehensive evaluation and site visit is made to Deans' Council and President's Cabinet. | Provost |
| July, 2015 | Accreditation Steering Committee members (and Work Team Co-Chairs) are appointed by the president. | Provost, President |
| August, 2015 | <p>The Accreditation Steering Committee and work teams convene for the first time. A tentative timeline is established for the schedule of work.</p> <p>Communication regarding the accreditation process and the HLC, 2017 comprehensive evaluation and site visit is disseminated to the entire campus community.</p> | Provost |
| September 25, 2015 | President and Chief Assessment Officer meet with HLC staff liaison in Chicago to discuss Lindenwood's 2017 comprehensive evaluation and visit. | President |
| By Oct. 1, 2015 | <p>Each work team identifies documents (i.e., evidence) needed for each criterion. Work teams identify evidence that is missing or incomplete.</p> <p>Preliminary review is conducted of assumed practices, obligations of affiliation, and federal compliance requirements.</p> | <p>Work Team Co-Chairs</p> <p>Work Team 6</p> |

| | | |
|-----------------------------------|---|---|
| By Nov. 1, 2015 | Preparation of website material whereby LU campus community is kept abreast of accreditation progress. | Work Team 7 |
| Nov., 2015 | The president and provost brief the Board of Directors regarding the accreditation process. | President, Provost |
| Oct. 1, 2015- Jan. 1, 2016 | All documents/evidence identified are collected, annotated, and uploaded into designated J-Drive folder. Work teams identify points that should be made in their respective report sections and identify additional documents needed as evidence. | Work Team Co-Chairs |
| By Jan. 1, 2016 | Each work team uploads into designated J-Drive folder a bulleted list of points to be made in their report section, and a list of additional documents needed as evidence is compiled. Status report is provided to Steering Committee on assumed practices, obligations of affiliation, and federal compliance requirements. | Work Team Co-Chairs Work Team 6 |
| Jan. 11, 2016 | Steering Committee meets to review status of project. | Provost |
| Jan.-March, 2016 | Additional documents requested by work teams are gathered, annotated, and uploaded into designated J-Drive folder. The assurance argument is drafted using bulleted lists provided by the work teams. | Work Team Co-Chairs Assurance System Coordinator |
| March 31, 2016 | A first draft assurance argument is submitted to work teams. First draft of Federal Compliance Report is due. | Assurance System Coordinator Work Team 6 |
| April 15-19, 2016 | Steering Committee representatives attend HLC Annual Conference. Following the conference, the committee and work teams meet to debrief, review the project status, and discuss the draft assurance argument and draft Federal Compliance Report. Update is provided to Steering Committee on status of assumed practices, obligations of affiliation, and federal compliance requirements. | Provost Work Team 6 |

| | | |
|-----------------------|---|--|
| By May 1, 2016 | Work teams submit content revisions to the draft assurance argument. | Work Team Co-Chairs |
| May, 2016 | The campus community is updated on Steering Committee progress and the accreditation work plan for 2016-17. | Provost |
| May-July, 2016 | The assurance argument is revised based on recommendations received from the work teams. | Assurance System Coordinator |
| July, 2016 | A second draft assurance argument is released to work teams for their review. Second draft of Federal Compliance Report is due. | Assurance System Coordinator Work Team 6 |
| By Aug., 2016 | Work teams feedback on Draft 2 is due. | Work Team Co-Chairs |
| Sept., 2016 | Draft 2 is revised per feedback received from work groups. Draft is edited by technical writer. Results in Draft 3. Draft 3 is submitted to Deans' Council and President's Cabinet for review. Steering Committee meets to review status of project. Work on the Federal Compliance Report continues. | Assurance System Coordinator Assurance System Coordinator Provost Work Team 6 |
| Oct., 2016 | Deans' Council and President's Cabinet feedback regarding Draft 3 is due. Draft 3 is revised per feedback received. Results in Draft 4. | Provost Assurance System Coordinator |
| Nov., 2016 | Draft 4 of the assurance argument is submitted to Faculty Council, Staff Council, and President's Council for review. | Assurance System Coordinator |

| | | |
|-------------------------------|---|--|
| <p>Dec., 2016</p> | <p>Feedback regarding Draft 4 is due.</p> <p>Draft 4 is revised per feedback received. Results in Draft 5.</p> <p>Third draft of Federal Compliance Report is due.</p> | <p>Provost</p> <p>Assurance System Coordinator</p> <p>Work Team 6</p> |
| <p>Jan., 2017</p> | <p>Steering Committee meets to review status of project.</p> <p>Draft 5 is made available to campus community for review and comment.</p> | <p>Provost</p> <p>Assurance System Coordinator</p> <p>Work Team 7</p> |
| <p>Feb., 2017</p> | <p>Feedback regarding Draft 5 is due.</p> | <p>Provost</p> |
| <p>March, 2017</p> | <p>Draft 5 is revised per feedback received. Results in Draft 6.</p> <p>Fourth draft of Federal Compliance Report is due.</p> <p>Draft 6 is submitted to the president for his review and comment.</p> | <p>Assurance System Coordinator</p> <p>Work Team 6</p> <p>Assurance System Coordinator</p> |
| <p>April, 2017</p> | <p>Feedback regarding Draft 6 is due.</p> <p>Steering Committee meets to review status of project.</p> <p>Draft 6 is revised to incorporate feedback from the president. Results in Draft 7.</p> | <p>Provost</p> <p>Provost</p> <p>Assurance System Coordinator</p> |
| <p>May, 2017</p> | <p>Draft 7 is reviewed by the Board of Directors at its regular meeting.</p> <p>Fifth draft of Federal Compliance Report is due.</p> <p>Third party comments notice is published multiple times in the St. Louis Post-Dispatch and in the Lindenwood Alumni magazine.</p> | <p>Provost</p> <p>Work Team 6</p> <p>Work Team 7</p> |
| <p>June-July, 2017</p> | <p>Plans for site visit are finalized.</p> | <p>Work Team 7</p> |

| | | |
|-------------------------|---|--|
| June-Sept., 2017 | Draft 7, incorporating final feedback from the Board of Directors and president, and the federal compliance document are edited, formatted, and finalized. Evidence files for the assurance argument and documentation for the federal compliance report are completed. | Assurance System Coordinator Work Team 6 |
| Aug.-Oct., 2017 | Site visit logistics plan is implemented. | Work Team 7 Provost Assurance System Coordinator |
| Sept., 2017 | Steering Committee meets for final review of project prior to lock in date. | Provost |
| Sept.-Oct., 2017 | HLC survey is available to students to comment regarding their experiences at the University. | Work Team 7 |
| Oct., 2017 | Deadline for public to submit comments to HLC. Assurance argument and federal compliance document are locked in the HLC online system. Site visit logistics are completed. The assurance argument and federal compliance document are disseminated to campus community members for their review prior to site visit. | Work Team 7 Assurance System Coordinator Provost Work Team 6 |
| Nov. 6-7, 2017 | Accreditation site visit occurs. | Provost |
| Feb., 2018 | Accreditation review team submits its report to HLC. | Provost |
| May, 2018 | HLC Institutional Actions Council renders its decision. | Provost |