Expectations for CU-Boulder participants
In the NCA/HLC re-accreditation site visit, Feb 22-24, 2010

This contains
• Background on the visit
• Info on meetings involving UCB participants
• Expectations for, roles of, and in some cases names of
  • UCB meeting participants
  • UCB criterion hosts
  • UCB criterion staff
  • UCB student scouts
  • UCB logistics team

For lists of meetings, of participants, of the schedule, of how to get to the rooms where meetings will be held, see http://colorado.edu/accreditation/process/visit.html

Background on the visit
• See http://www.colorado.edu/accreditation/index.html for general background on accreditation, the Higher Learning Commission (HLC), the HLC accreditation criteria, and the CU-Boulder self-study.
• The goal of the entire accreditation process is CU-Boulder’s receiving continuing accreditation, and learning from the process and the visiting site team.
• The site team or visiting team was named by HLC in summer 2009. The 14 members received the self-study since November, when it was also posted to Web.
• The co-chairs of the site team divided the other members into working groups of two or three, each associated with one of the five criteria.
• The site team will produce a report to HLC with two sections: Assurance, with evidence that CU-Boulder meets each of the five HLC criteria, and Advancement, with suggestions for advancing our mission and plans.
• The report should be complete within two weeks after the visit, to be sent to UCB for checks on factual errors.
• The team visit has multiple purposes
  • To enable team members to meet with each other face to face. All will have completed significant writing and reviewing assignments before arrival in Boulder.
  • To enable team members to validate information in the self-study and collect other information for the Advancement portion of the report.
• The team will operate through
  • Considerable working time with no UCB participation
  • Meetings with UCB participants covering each criterion and component
  • Open forums with faculty, staff, students, and others
  • Special-focus meetings on athletics and on compliance.
Meetings involving UCB participants – General info
- The meetings are focused on HLC criteria and components
- Their purpose is to give the site team efficient venues to ask questions and follow material presented in the self-study as they gather evidence that CU-Boulder meets the HLC criteria.
- All are 50 minutes long
- All meetings have one, two, or three site team members
- Site team members will run the meetings. There will be no UCB presentations.
- All have four to ten UCB participants approved by the site team
- Every meeting has HLC criteria and component(s), a meeting number, a title, optional further description, room, day and time, and list of participants
- UCB staff will provide each participant with a name-plate table tent, at the meeting.

UCB meeting participants
- Before the meeting -- Visit site http://www.colorado.edu/accreditation/. Read, in priority order
  - The pages of the self-study directly relevant to the meeting. These are noted in the email invitations to the meeting (in paragraph 3) and on the posted list of meetings available from http://colorado.edu/accreditation/process/visit.html.
  - The entire chapter of the self-study relevant to the criterion your meeting covers
  - Chapters 1 and 2 of the self-study, with overview of the university and review of progress on HLC 2000 suggestions and recommendations
  - Other items of interest from http://colorado.edu/accreditation/index.html. The site includes an electronic resource room, list of steering committee members, site team biographies, and more.
- At the meeting
  - Please show up on time. Know where the room is and how to get there before the appointed time!
  - Remember that the site team’s knowledge of UCB comes largely from the self-study
  - Answer what you can
  - Promise follow-up on team inquiries not fulfilled on the spot
- After the meeting
  - Report follow-up needs to your criterion host (listed below) or to Joey.White@colorado.edu. If you send something directly to a team member, or contact them outside the meeting, please let Joey know.
  - For help with follow-up contact IR@colorado.edu (these go to Lou McClelland) and your criterion host.
UCB criterion hosts (list below) – A UCB senior administrator for each criterion; they served as subject matter experts in writing the self-study. Hosts will
- Serve as resource for the visit team work group on the criteria
- Accompany the visit team work group to meetings
- Attend some, but not all, of the meetings on the criterion
- Serve as resource to UCB participants of meetings on the criterion
- Ask one UCB participant from each meeting to act as reporter
- Report to the UCB logistics chair
- Ensure follow-up on any outstanding team requests

UCB criterion staff (list below) – A UCB staff member for each criterion host. They will
- Ensure that rooms are set up and cleaned up properly
- Take packets to meetings. Packets will contain copies of the printed meeting description and list of participants, and table tents for each participant.
- Hand out table tents and other materials
- Help criterion hosts however necessary.

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Host</th>
<th>Staff</th>
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<tbody>
<tr>
<td>1: Mission and integrity</td>
<td>John Sleeman</td>
<td>Maureen Ryan, BFA</td>
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<tr>
<td>2: Preparing for the future</td>
<td>Steve McNally</td>
<td>Robert Stubbs, PBA</td>
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<tr>
<td>3: Student learning and effective teaching</td>
<td>Mike Grant</td>
<td>Terry Mayes, Engineering</td>
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<tr>
<td>4: Criterion 4: Acquisition, discovery, and application of knowledge</td>
<td>Russ Moore</td>
<td>Robin Bryant, VC Admin</td>
</tr>
<tr>
<td>5: Engagement and Service</td>
<td>Anne Heinz</td>
<td>Kathy Redman, CEPS</td>
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UCB student scouts are about ten students assigned to criterion hosts for blocks of time Monday and Tuesday. Scouts will
- generally stay with the hosts
- help get team members to/from meetings
- help with other duties that arise.

UCB logistics team
- Housed Mon-Wed AM in visit headquarters, ATLAS second floor. See map.
- Joey White, head
- Annie Thayer, schedule, materials for meetings
- Carole Capsalis, coordinator of student involvement – in meetings, as scouts.
- Chancellor’s office staff – ATLAS second floor
  - Christine Hamlin, hotel, transportation, and overseeing IT support
  - Sarah Adderholt, hospitality, meals, refreshments
  - Scott Bocim, resource room
- Lou McClelland, resource room and question follow-up
- IT support from CVCN of ITS