



PROPOSAL SUBMISSION GUIDE

2019 HLC Annual Conference

Roadmaps for Student Success / April 5–9, 2019

The 2019 HLC Annual Conference will focus on how institutions of higher learning can create roadmaps for student success. The conference will provide forums for discussion of innovative programming and support services that meet students where they are and help them achieve success.

Proposals are invited for the General Program and the Accreditation Workshop. All proposals will be considered for the General Program and may come under additional consideration for the Accreditation Workshop depending on the content of the proposal and the workshop's needs.

HLC encourages presentations that:

- Foster interactive, engaging, open discussions
- Have clear and specific titles and descriptions
- Include the participation of the institution's CEO, a board member, a student or a member of the peer review team that evaluated the institution
- Feature practical, useful advice or offer adaptable models
- Share relevant research
- Feature multiple perspectives or representatives of multiple institutions, such as presentations focusing on institutional collaborations or partnerships

Don't delay—proposals are due September 10, 2018.

REGISTRATION DISCOUNT

Decisions on proposals will be sent in late November. Do not register for the conference until you receive a decision—presenters are eligible for a discounted registration fee for the General Program. Presenters who register before receiving a decision may not be eligible for the discount.

BEFORE YOU SUBMIT

The Proposal Submission System requires submitters to complete several tasks in order to provide HLC with information to evaluate the proposed presentation. Submitters may save incomplete submissions and add information over multiple sessions before sending the completed proposal to HLC.

HLC urges submitters to note the following guidelines and recommendations before beginning:

1. The maximum number of speakers allowed for a presentation is three.
2. HLC will not select a proposal submitted by an institution if it has a focused visit, monitoring report or other follow-up activity scheduled.
3. HLC conference attendees give lower evaluation scores to presentations that do not match their description. Be sure to submit an abstract that accurately reflects the information you will be able to provide.
4. Presentations on programs, initiatives or processes must be based on at least one full cycle of implementation and include information on outcomes and learnings.
5. Proposals that feature tools, products or services available for purchase by colleges and universities are not appropriate for this proposal process. They may be submitted as showcase presentations (for more information, visit www.hlcommission.org in fall 2018).

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PRESENTATION FORMAT

When submitting a proposal, choose at least one presentation format. If the proposal is selected, HLC will make the final decision on the format based on the needs of the conference. Proposals submitted separately on similar topics may be combined into panel discussions.

Note: All presentations must include time for audience questions. Indicated session lengths are the total time available for presentation and discussion.

INFORMATIONAL PRESENTATION (60 MINUTES)

A presentation on a recent institutional experience related to an accreditation process, regulatory requirement or improvement initiative that provides the audience with applicable takeaways and advice. Standard Room Set: Theater Style

PANEL PRESENTATION (60 MINUTES)

A presentation by two to three presenters, each offering a different perspective on a single topic or a collaboration. At the conclusion of the presentation, the audience is given an opportunity to ask questions of the entire panel. Standard Room Set: Theater Style

SEMINAR (90 MINUTES)

An intensive session in which a presenter or facilitator shares observations or experiences and engages participants in dialogue on an accreditation-related subject. Standard Room Set: Round Tables

PROFESSIONAL DEVELOPMENT SEMINAR

TUESDAY ONLY (90 MINUTES)

A session on the final day of the conference in which experienced practitioners engage attendees in discussion and hands-on learning geared toward professional development. Standard Room Set: Round Tables

Most presentations will have 150 or more attendees, while presentations on topics of particular importance or current interest in higher education may have 400 or more. The submitter should consider the potential size of the audience when choosing the presentation format.

Due to the size of the conference, HLC has limited capacity to support requests for special arrangements, such as alternative seating plans or limited audience size.

GENERAL PROGRAM

SUNDAY, APRIL 7–TUESDAY, APRIL 9

A hallmark of the annual conference is its reliance on representatives of HLC-accredited institutions to share their experience with others. The General Program provides a forum in which affiliated institutions and others promote best practices, showcase innovations, examine issues and challenges, and report on recent developments affecting higher education. To ensure a balanced and inclusive General Program, HLC seeks presentations from across the sector and about collaborations among different institution types.

Submitters are encouraged to propose topics that relate to the conference theme by addressing one of the thematic categories listed below.

DEFINING STUDENT SUCCESS

How do institutions and accreditors measure student success?

- What data related to student success do institutions collect, and how do they use these data?
- How do institutions track the success of a student who transfers, who stops and starts repeatedly, who leaves school to take a desired job or who achieves their educational goals through courses rather than a degree or certificate? How do institutions communicate about these forms of student success?
- What measures demonstrate student success for courses of study that don't fit credit-hour and degree-program frameworks?
- What data help accreditors evaluate whether an institution adequately supports student success, and how is this evaluation influenced by the institution's mission?

MAXIMIZING INSTITUTIONAL RESOURCES AND INFRASTRUCTURE

How do institutions with varying levels of resources for supporting and assessing student outcomes ensure student success?

- What are effective low-cost changes institutions can make to shape students' behavior in ways that support their success?

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- How do institutions use evidence-based practices to support student success?
- What administrative innovations have institutions used to help students navigate institutional structures and processes?

SUPPORTING DIVERSE AND UNDERSERVED STUDENT POPULATIONS

How do institutions provide support for diverse populations of students?

- What are effective supports for students from minority populations, with financial challenges or with mental health issues?
- What are effective, innovative ways for institutions to determine students' college readiness?
- What are the most effective approaches to teaching, advising and retaining students who are unprepared for college-level coursework?
- How do institutions create a sense of belonging and inclusion for all students?

FOSTERING STUDENT SUCCESS THROUGH INNOVATIVE PEDAGOGY

What new approaches inside and outside the classroom are institutions using to foster student engagement and learning?

- Which delivery formats and technologies transform the way students learn or reach non-traditional students?
- How are institutions preparing students for the changing economy through new programs, such as creative community partnerships to enhance student learning and career development?

ENGAGING WITH STUDENT CAUSES AND CONCERNS

How do institutions with various missions address the needs of today's students?

- What are institutions' best practices or lessons learned regarding social justice and political movements taking place on campus?
- How do institutions ensure student safety and security?

SPECIAL INVITATION FOR ACADEMY TEAMS

The General Program will also highlight the work of institutions enrolled in HLC's Academies. HLC seeks proposals from Assessment Academy and Persistence and Completion Academy teams for presentations sharing their project plans, promising practices and results.

ACCREDITATION WORKSHOP SATURDAY, APRIL 6

The Accreditation Workshop is intended to help institutional faculty members, administrative leaders and Accreditation Liaison Officers (ALOs) learn about HLC accreditation and prepare for Reaffirmation of Accreditation reviews. HLC seeks proposals for this workshop from institutions that have recently completed an accreditation process.

The following topics are suggested, but other ideas are welcome.

- Developing the Federal Compliance Filing
- Preparing the credit hour worksheet
- Participating in multi-campus reviews
- Including an embedded change in a comprehensive evaluation
- Building evidence to support the Criteria
- Delegating responsibilities to campus representatives using the Assurance System
- Organizing materials in the Assurance System's Evidence File
- Preparing for a comprehensive evaluation, including the campus visit
- Using the team report following a campus visit
- Deciding on a topic and writing the Quality Initiative Proposal
- Conducting a Quality Initiative and writing the Quality Initiative Report

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ADDITIONAL TOPIC INFORMATION

CRITERIA MATCH

To help attendees make the connection between improvement efforts and accreditation processes, submitters are asked to select one or more of the Criteria for Accreditation that the proposal most closely supports. More information about the Criteria can be found on [HLC's website](#).

KEYWORDS

In addition, submitters must select two to three keywords identifying the topic areas to which their proposal relates. Presentations that are selected will be published with these keywords to help conference attendees choose presentations.

AUDIOVISUAL REQUIREMENTS

All meeting rooms will be equipped with a Windows laptop on a network connection, and presentations will be deployed from a central server. Presenters will not use their own laptops for presentation purposes. Presenters must be able to provide their slides in PowerPoint format and should not plan on using a live internet connection during the presentation. Presentations cannot require advance setup.

Additional information about AV requirements will be provided to presenters who are selected.

SUPPORTING MATERIALS

HLC conference attendees expect to have access to presenters' slides and handouts. Presenters that do not provide these materials receive lower evaluation scores than those that do. If your proposal is selected, plan to submit an electronic handout or presentation slides to be published in advance of the conference on the mobile app and website.

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