



# PROPOSAL SUBMISSION GUIDE

## 2020 HLC Annual Conference

Lead the Evolution | April 17–21, 2020

The 2020 Annual Conference will center on leadership within higher education, particularly discussions of ways accreditors and institutions might initiate, foster, and provide guidance in this transitional era of higher education. As the theme suggests, HLC is interested in proactive approaches to change, in which stakeholders take the initiative to address challenges and opportunities in ways that promote and foster progress within higher education.

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 9, 2019.**



### 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.

### 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](http://www.hlcommission.org) in fall 2019).

### PRESENTATION FORMAT

When submitting a proposal, choose a 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*

### **Intensive Presentation (90–120 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*

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 19–TUESDAY, APRIL 21**

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.

**Maximizing Institutional Resources:** How do institutions with varying levels of resources promote positive change within their institutional processes, including assessment, institutional research, and administrative initiatives?

**Supporting Changing Student Populations and Interests:** How do we provide support for a changing student populations and interests?

**Fostering Progress Through Innovative Pedagogy:** What new approaches inside and outside the classroom are institutions using to proactively address changes and welcome progress in the higher education landscape?

**Focusing on Leadership and Governance:** In what ways are institutional leaders ensuring sustainable success for their institutions and their students?

### **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 18**

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
- Participating in multi-campus reviews
- Including an embedded change in a comprehensive evaluation
- Building evidence to support the Criteria
- Organizing materials in the Assurance System's Evidence File
- Using the team report following a campus visit
- Writing the Quality Initiative Proposal and conducting a Quality Initiative

## **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 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.