

## HLC RE-ACCREDITATION SITE VISIT PREPARATION TIMELINE

### KEY ACTIVITIES & TIMELINE:

ACTIVITY	TIMELINE	UPDATE
Re-assign ALO with HLC	May 2024	Completed
Write/Submit Final QIP Report to HLC	May 2024	Completed
Revise HLC & Me Materials to Align with New Criteria	June 2024	Completed
Identify Criteria Focus Group Members	June 2024	Completed
Develop Questions for Criteria Focus Groups	June 2024	Completed
Attend Online Peer Review Team Chair Virtual Training	July 2024	Completed
Work with HR to Complete Personnel File Cover Sheets/Review	June – July 2024	Discussed – Requires Follow-up
Develop “Tested Experience” Policy for CTE	June – July 2024	Completed
<del>Provide NMJC Board of Trustees Training/Updates</del>	<del>July 2024</del>	<del>Not Started</del>
Structure DropBox Folder(s)	July – August 2024	Completed
Send Save the Date Emails/Invites to Criteria Focus Group Members	August 2024	Completed
Conduct Initial Criteria Focus Group Sessions	August – September 2024	Completed
Transcribe/Write Initial Criteria Drafts	September – October 2024	Completed
Send Draft to Criteria Focus Group Members	September – October 2024	Completed
Conduct Follow-up Criteria Focus Group Sessions	October 2024	Completed
Edit/Revise Criteria Drafts	October – November 2024	Completed
Criteria Focus Group Members Upload Evidence Documents	October – November 2024	In Progress
Organize DropBox Files	October – November 2024	Completed
Connect Evidence Files to Draft Document	<del>November 2024</del> January-February 2025 January-March 2025	In Progress
Conduct Final Fall Criteria Focus Group Sessions	<del>November 2024</del> December-January 2024-25	Completed
Review Draft Assurance Argument	<del>December 2024</del> January-February 2025	In Progress
Send Draft Assurance Argument to <del>Internal</del> External Reviewers	<del>January 2025</del> February 2025 March 2025	
HLC & Me Lunch & Learn Accreditation 101	March 12, 2025	
HLC & Me Lunch & Learn Walk Through Criteria 1 & 2	March 26, 2025	
Edit/Revise Assurance Argument Based upon Feedback	<del>February 2025</del> March 2025 March-April 2025	
HLC Annual Conference – Chicago	April 4-8, 2025	
HLC & Me Lunch & Learn Walk Through Criteria 3	April 17, 2025	
HLC & Me Lunch & Learn Walk Through Criteria 4	April 30, 2025	

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Address Any Needed Gaps in Policy, Processes, & Procedures	<del>February – April 2025</del> March-April 2025 April-May 2025	
HLC & Me Lunch & Learn Providing Evidence	May 7, 2025	
Develop Campus HLC Campaign Materials/Activities	<del>March – July 2025</del> May-July 2025	
Identify Mock Site Visit Team	April 2025	
Conduct Board Training/Updates	<del>July 2025</del> June 2025	
Continue to Add to Evidence Files (as needed)	April – December 2025	
Launch Campus HLC Campaign	August 2025 – February 2026	
Host Mock Site Visit	September-October 2025	
Review HLC Peer Review Team Selection	September 2025	
Administer HLC Student Survey	November 2025	
Arrange Lodging, Food, & Local Transportation for Peer Review Team	November 2025	
Debrief Post Mock Site Visit with Appropriate Personnel	November 2025	
Revise/Edit Assurance Argument Draft Based on Feedback	November – December 2025	
Develop HLC Site Visit Itinerary with Peer Review Team Chair	January 2026	
Assurance Argument Lock Date	January 12, 2026	
Conduct Internal Site Visit (if needed)	January – February 2026	
Double-Check ALL Peer Review Team Logistics	January – February 2026	
Filed Requests for Additional Evidence from Peer Review Team Chair	January – February 2026	
Host Peer Review Site Visit	February 2026	
Provide Any Additional Evidence Requested	February 2026	
Review Peer Review Team Report for Errors of Fact	March 2026	
Await FINAL HLC Status Letter	March – May 2026	