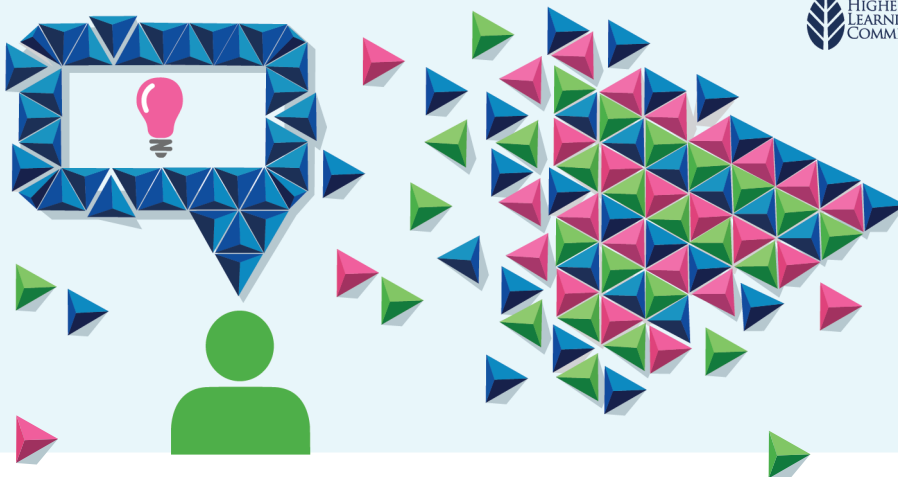


# PROPOSAL SUBMISSION GUIDE

2022 HLC Annual Conference  
April 1–5, 2022 / Hyatt Regency Chicago



HLC is pleased to present the 2022 Annual Conference Call for Proposals focused on the conference theme “Evolving Together.” This guide provides information on specific proposal requirements. Please read it carefully before submitting a proposal.

**Don’t delay—proposals are due on September 15, 2021.**

## 2022 CONFERENCE THEME – “EVOLVING TOGETHER”

The 2022 Annual Conference, “Evolving Together,” asks the following question: As those in higher education develop, modify and advance their practices in an increasingly dynamic environment, what ideas might be shared across institutions and communities to elevate practices and ensure quality in a climate of rapid change?

HLC will accept presentation proposals for the 2022 HLC Annual Conference, to be held April 1–5, 2022. The theme “Evolving Together” features four tracks:

- Teaching, Learning and Student Success in a Changing Environment
- Living Diversity, Equity and Inclusion
- Innovation and Leadership
- Commitment to Quality Education

## ABOUT THE TRACKS

Each year, HLC staff select a conference theme and presentation tracks that relate to topical issues within higher education. The presentation tracks for the 2022 HLC Annual Conference reflect four thematic spheres, each encompassing a range of relevant topics for focus. Listed below are some examples of presentation topics that would reasonably fall within each track.

Please note: These examples listed are intended to provide submission guidance. They are not intended to be an exhaustive list of potential presentation topics within each track, nor an indication of which proposal topics HLC will accept.

### Conference Presentation Tracks

#### Teaching, Learning and Student Success in a Changing Environment

- Improving pedagogical practice for online learning
- (Re-)designing curricular and cocurricular offerings
- Training and developing faculty and staff
- Enhancing student support services
- Exploring alternative credentials and pathways
- Addressing social/emotional/mental health and wellness
- Assessing and improving student learning across modalities

#### Living Diversity, Equity and Inclusion

- Designing equity-minded policies, procedures and practices
- Diversifying faculty and administration
- Evaluating campus climate and culture
- Aligning initiatives to today’s student populations
- Fostering civic engagement and social justice
- Disaggregating data in promotion of equity in access and attainment
- Supporting academic freedom and freedom of expression

#### Innovation and Leadership

- Identifying promising practice from action research
- Responding to major trends in higher education

- Adapting to the changing role of leadership
- Adopting new budgets and shared governance models
- Strategizing to the value of higher education for students
- Addressing polarization on campus and in the community
- Aligning objectives with workforce needs

### Commitment to Quality

- Tracking and reporting on institutional progress
- Managing institution-wide improvement efforts
- Implementing and integrating a strategic plan
- Evaluating programs and institutional effectiveness
- Increasing transparency in performance
- Preparing for external accreditation reviews
- Initiating or modifying public-private partnerships
- Pursuing mergers and acquisitions

## HLC'S HYBRID ANNUAL CONFERENCE

### General Program

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 member institutions and others promote best practices, showcase innovations, examine common issues and challenges, and report on recent developments affecting higher education. To ensure a balanced and inclusive General Program, HLC seeks presentations from varying institution types.

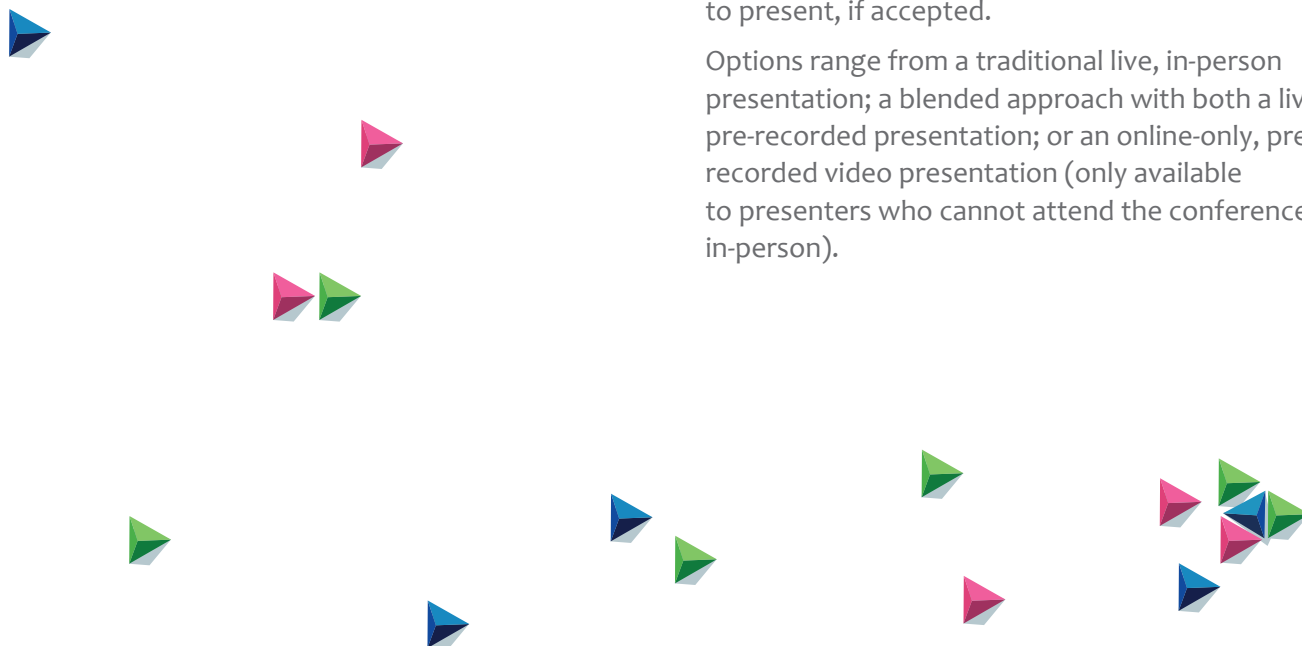
### Special Invitation for Academy Teams

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

### Conference Presentation Format Information

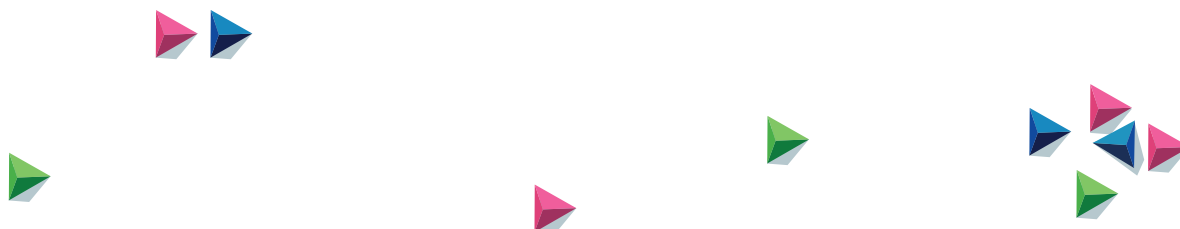
Due to the success of HLC's 2021 virtual Annual Conference, and to expand access to all member institutions and beyond, HLC is planning a hybrid conference with both in-person and online elements. Within the submission system, submitters will have the option to select the modality through which they plan to present, if accepted.

Options range from a traditional live, in-person presentation; a blended approach with both a live and a pre-recorded presentation; or an online-only, pre-recorded video presentation (only available to presenters who cannot attend the conference in-person).



HLC strongly encourages live presentations where possible. Please note: None of the format options provided will be live streamed over the event dates on the virtual platform. Presentation types are detailed below.

<p><b>Live, in-person presentation</b>  <i>Preferred format, to take place in Chicago during the General Program</i></p>	<ul style="list-style-type: none"> <li>• Presented in a meeting room at the Hyatt Regency Chicago or Swissotel Chicago in front of a live audience during the General Program</li> <li>• Ability to engage directly with the audience, network, and connect</li> <li>• Ability to host traditional Q&amp;A with attendees</li> </ul>
<p><b>Blended Option</b>  <i>Live, in-person presentation with supplemental prerecorded video presentation.</i></p> <p>Please note: this option requires additional work to prepare a presentation twice – first as a recording, then as an in-person presentation.</p>	<ul style="list-style-type: none"> <li>• Advanced video recording of presentation, due by March 4, 2022, for expanded reach to online audience and attendees who might not otherwise have been able to attend the live presentation</li> <li>• Presented in a meeting room at the Hyatt Regency Chicago or Swissotel Chicago in front of a live audience over the General Program dates</li> <li>• Discounted General Program registration with access to both in-person and online elements</li> <li>• Ability to host traditional Q&amp;A with attendees</li> </ul>
<p><b>Online-only</b>  <i>Pre-recorded video presentation</i></p> <p>Please note: This option is only available to presenters who cannot attend the conference in-person. Support and any necessary training will be provided to all accepted online-only presenters to ensure successful virtual content delivery.</p>	<ul style="list-style-type: none"> <li>• Advanced video recording of presentation, due by March 4, 2022, for expanded reach to online audience and attendees who might not otherwise have been able to attend the live presentation</li> <li>• Available to all online and in-person attendees as an on-demand recording</li> <li>• Ability to answer Q&amp;A from all attendees in written online format</li> <li>• No face-to-face live Q&amp;A available for virtual or in-person audiences</li> </ul>



# SUBMITTING YOUR PROPOSAL

## Before Beginning

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. All proposed speakers must be available to present using the same presentation format the submitter selects during the proposal process.
3. The presentation format cannot be changed after acceptance. Please confirm the proposed presentation format with all co-presenters before submitting the final proposal.
4. All presentations – in-person or virtual – will be 45 minutes in length. For in-person presentations, this includes time for questions, as applicable.
5. HLC will not select proposals from institutions with interim monitoring or other follow-up activity related to the proposed presentation topic or from institutions that have been placed on sanction, are under a Show-Cause order, or have lost their accredited status.
6. HLC conference attendees give lower evaluation scores to presentations that do not match their description. Be sure to submit an accurate abstract.
7. Proposals that feature tools, products, or services available for purchase by colleges and universities can be accepted through this process only as Showcase Presentations. There is a cost associated with these presentations. Please apply to the Exhibitor Program when it opens in August 2021.

## Submission Process

The Proposal Submission System requires submitters to complete several tasks to provide HLC with information to evaluate the proposed presentation. Submitters may save incomplete submissions and add information over multiple sessions before submitting the completed proposal to HLC. After creating an account, the following tasks will be required for each submission:

### 1. PROPOSAL TYPE

Proposal types indicate information about who is submitting this proposal.

### 2. PRESENTATION FORMAT

Proposal submitters should be prepared to indicate whether the final presentation will be a live, in-person presentation; an online-only, pre-recorded presentation; or a blended approach. See page 3 for the differences in format.

### 3. CREATE PRESENTER PROFILE(S)

The presenter profile is separate from the submitter's account profile, so duplicate information may be required. If submitting a proposal with co-presenters, the submitter will have the opportunity to complete a profile on their behalf or fill in their basic contact information and send an email that will prompt them to complete the profile themselves.

Each proposal can have one primary presenter and no more than two co-presenters. The primary presenter serves as the main contact for HLC if the proposal is selected and should be prepared to coordinate a presentation recording date, if applicable.

### 4. PROVIDE PROPOSAL DESCRIPTION AND SUPPORTING INFORMATION

This task allows input of the proposal description and other information about the proposal.

- **Title:** Proposal titles are limited to 10 words or fewer.
- **Brief Description:** Descriptions are limited to 50 words or fewer.
- **Presentation Overview:** A detailed outline of the presentation's goals and the issues that will be addressed. Limited to 500 words or fewer.
- **Program Implementation and Outcomes:** If the proposal describes a program or initiative, the detail should be added in this section. Limited to 250 words or fewer.
- **Presenter's Relationship to Topic:** Provide a brief statement about each presenter's relationship to the topic, program or initiative. Limited to 250 words or fewer.
- **Accreditation Focus (if applicable):** If the proposal focuses on a recent accreditation experience, specify the type of process and timeline. Limited to 250 words or fewer.



- **Track:** Select a track related to the conference theme and answer a question explaining the choice. Please review detailed track descriptions on pages 1–2.

## 5. SELECT TARGET AUDIENCE

Select up to three target audience groups and institutional types from the drop-down list provided in the Proposal Submission System.

## 6. PROVIDE ADDITIONAL TOPIC INFORMATION

### Keywords

Select up to three keywords. Presentations that are selected will be published with these keywords to help conference attendees choose presentations. For a full list of keywords, please login to the Proposal Submission Site.

## 7. SIGN PRESENTATION RELEASE FORM

Presenters must review and electronically sign the Presentation Release Form within the Proposal Submission System. This is a required task for all presenters and will not show as complete until all associated presenters have completed it.

## Additional Information

### 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 electronic handouts. Presenters that do not provide these materials receive lower evaluation scores than those who do. If a proposal is selected, presenters should plan to submit an electronic handout and/or presentation slides to be published in advance of the conference on the mobile app and website.



## REGISTRATION DISCOUNT

Decisions on proposals will be sent December 2021. Do not register for the conference until receiving a decision—presenters who opt for the live, in-person presentation or the blended approach are eligible for a discounted registration fee for the General Program.

