# HIGHER LEARNING COMMISSION

# PROPOSAL SUBMISSION GUIDE

## HLC 2023 Annual Conference

**March 24–28  |  Chicago, IL**

**HLC is pleased to present the 2023 Annual Conference Call for Proposals focused on the conference theme "Learn, Lead, Luminate."**

This guide provides information on specific proposal requirements. *Please read it carefully before submitting a proposal.*

**Don't delay**—proposals are due on **September 9, 2022**

## 2023 Conference Theme — "Learn, Lead, Luminate"

The 2023 Annual Conference will **LUMINATE** the innovative ways that the U.S. higher education ecosystem has **LEARNED** from the recent dynamic change and provided **LEADERSHIP** toward the new experience that is higher education in the United States.

HLC invites presentation proposals that address the emerging higher education experience along four tracks:

- **Commitment to Quality Education**
- **Teaching & Learning in a Changed Environment**
- **Equity in Student Success**
- **Leading Today in Higher Education**

**LEARN — LEAD — LUMINATE**

## ABOUT THE TRACKS

Each year, HLC selects a conference theme and presentation tracks that relate to topical issues within higher education. The presentation tracks for the 2023 HLC Annual Conference reflect four thematic spheres, each encompassing a range of relevant topics. Listed below are some examples of presentation topics that would reasonably fall within each track.

*Please note:* These examples are intended to provide guidance for submittal. They are not intended to be an exhaustive list of potential presentation topics within each track.

### Commitment to Quality Education

- Centering mission and ethics in institutional operations
- Institutional experiences with accreditation processes (e.g. comprehensive evaluations, quality initiative, substantive change, monitoring)
- Demonstrating quality improvement (e.g. strategic planning, program review, academic portfolio review, institutional effectiveness)

### Teaching & Learning in a Changed Environment

- Pedagogy and andragogy in practice
- Alternative credentialing (credit/non-credit)
- Faculty development and engagement
- Assessing and improving student learning
- Adapting instructional modalities

### Equity in Student Success

- Enhancing student services for today's diverse student population
- Addressing mental health and wellness
- Promoting equity in access and attainment
- Pursuing social justice in education

### Leading Today in Higher Education

- Evolution in approaches to shared governance
- Emerging strategies in budget, funding, and effective resource management
- Leadership development and succession planning
- Leading and managing change

# HLC'S ANNUAL CONFERENCE

## General Program
### Sunday, March 26 – Tuesday, March 28, 2023 in Chicago

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. This year's general program will be held entirely in-person.

## Special Invitation for Academy Teams

The General Program will also highlight the work of institutions enrolled or recent graduates of 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.

### Pre-Conference Events

- **Seeking Accreditation Workshop**
  Friday, March 24
- **Peer Review Updates and Training**
  Saturday, March 25
- **Collaborating on Quality Workshop**
  Saturday, March 25
- **Supporting Student Success Workshop**
  Saturday, March 25
- **Conversations with Presidents and Trustees**
  Saturday, March 25

## Conference Presentation Format Information

**All presentations will be 45 minutes in length and are expected to be delivered in person at the conference in Chicago. When submitting a proposal, choose one of the following preferred presentation formats:**

- **Informational Presentation:** A presentation on an academic research project, a recent institutional experience related to an accreditation process or regulatory complexity, or an improvement initiative that provides the audience with applicable takeaways and advice.

- **Panel Presentation:** A presentation by two to three presenters, each offering a different perspective on a single topic or collaboration/partnership. At the conclusion of the presentation, the audience is given an opportunity to ask questions of the entire panel.

- **Interactive Presentation:** A session in which a presenter or facilitator shares observations or experiences on a subject and leads participants in dialogue and active learning.

In an effort to highlight work from across HLC's member institutions, some proposals may be combined into joint panel sessions by HLC. If your proposal is selected, HLC will make the final decision on the format based on the needs of the annual conference. Proposal submitters will receive more information on final presentation formats once final decisions are made in late November 2022.

### REGISTRATION DISCOUNT

Decisions on proposals will be sent in December 2022. Do not register for the conference until receiving a decision. Selected presenters will be eligible for a discounted registration fee for the General Program.

# SUBMITTING YOUR PROPOSAL

## Before Beginning

**Consider the following guidelines and recommendations before beginning:**

1. The maximum number of speakers allowed for a presentation is three.

2. All presentations will be 45 minutes in length, including time for questions.

3. All presentations will be delivered entirely in-person at the conference hotels in Chicago.

4. 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.

5. HLC selects proposals with an eye toward maximizing representation across the institutional membership. Therefore, it is not recommended to submit multiple similar proposals from a single submitter or institution.

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 are not appropriate to submit through this proposal process. HLC's Exhibitor Prospectus will be available in Fall 2022 outlining options for highlighting these products or services.

## What HLC is Looking For

**HLC encourages presentations that:**

- Foster interactive, engaging, open discussions
- Have clear and specific titles and descriptions
- Speak to the theme and tracks
- Feature multiple perspectives
- Offer new insights into the field

# Submission Process ─○─○─○─○─○

The Proposal Submission System requires submitters to complete tasks providing 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 their preferred presentation format. HLC will make final format decisions based on conference needs. 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.

## 4. PROVIDE PROPOSAL DESCRIPTON AND SUPPORTING INFORMATION

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

a. **Title:** Proposal titles are limited to 10 words or fewer.

b. **Brief Description:** Descriptions are limited to 50 words or fewer.

c. **Presentation Overview:** A detailed outline of the presentation's goals and the issues that will be addressed. *Limited to 500 words or fewer.*

d. **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.*

e. **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.*

f. **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.*

g. **Track Justification:** Select a track related to the conference theme and answer a question explaining the choice. Please review detailed track descriptions on page 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

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 reviewed and signed the release form.

**Once all tasks are complete, click "Save Proposal" to preview your final proposal. Then, click "Submit" when you are ready to submit. You must click both buttons for your submission to be received. If you do not receive a confirmation email, please ensure you completed these final steps before contacting HLC.**



**LEARN ── LEAD ── LUMINATE**