

# Proposal Submission Guide

**2024 Annual Conference**

April 13–16 | Chicago



Higher  
Ground

The future  
of higher  
education



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**Proposals are due on September 15, 2023 at 11:59 p.m. CT**

# 2024 Conference – “Higher Ground: The Future of Higher Education”

The 2024 conference will explore the ways colleges and universities rise up to meet the needs of their students and society. Whether through imparting the skills and knowledge needed for today’s workforce, fueling innovation, or exploring solutions to our most pressing problems, higher education is the force that propels us all to Higher Ground.

## About the Tracks

The presentation tracks for the 2024 HLC Annual Conference reflect four themes related to issues in higher ed, each encompassing a range of topics.

The example topics below are a guideline for selecting a track for your presentation. This is not a comprehensive list of presentation topics within each track, nor an indication of which proposal topics HLC will select.

### Institutional Experiences with Accreditation Track

- Strategies and lessons learned (e.g. comprehensive evaluations, substantive change, monitoring)
- Quality Initiative impact
- Promoting continuous improvement
- Engaging the campus in accreditation
- Overcoming challenges faced by ALOs and institutions

### Teaching & Learning in a Changed Environment Track

- Innovative teaching methods and instructional modalities
- Alternative credentials
- Encouraging faculty development and engagement
- Assessing and improving student learning
- Promoting student engagement
- Incorporating Artificial Intelligence into academic policies

### Promoting Student Success Track

- Enhancing student services to meet the needs of all students
- Responding to post-pandemic learning gaps
- Addressing mental health and wellness on campus and remotely
- Ensuring equity in access
- Pursuing social justice in education

### Leading and Managing for the Future Track

- Preparing for the future through strategic planning, program review, and other processes
- Budgeting, funding, and resource management strategies
- Leading and managing change
- Responding to evolving workforce development
- Leadership development and succession planning
- Reacting to adverse conditions (e.g. cyber-security, natural disasters)



*We encourage presentations that:*

- Foster engaging, open discussions
- Have clear and specific titles and description
- Speak to tracks and future of higher ed
- Feature multiple perspectives
- Offer new insights into the field

# About the Conference

## General Program

**Saturday, April 13 – Tuesday, April 16 in Chicago**

The General Program is an opportunity for higher ed professionals to share their knowledge and experience with peers and colleagues. We invite our member institutions and others to promote best practices, showcase innovations, examine common issues and challenges, and report on recent developments in higher ed. To ensure a balanced and inclusive 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 or recent graduates of HLC's Assessment or Student Success Academies. Teams can present their project plans, promising practices, and results.

## Pre-Conference Events

**Saturday, April 13**

- Seeking Accreditation Workshop
- Peer Review Updates and Training
- Effective Administrators Workshop
- Documenting Learning Workshop
- Conversations with Presidents and Trustees

# Submitting Your Proposal

## Guidelines and Helpful Tips

1. The maximum number of speakers per presentation is three.
2. All presentations will be 45 minutes long, including time for questions.
3. All presentations will be delivered entirely in-person at the conference hotels in Chicago.
4. HLC encourages proposals on overcoming challenges related to accreditation. However, we will not select proposals related to interim monitoring or other follow up activity that is ongoing for the institution at the time of selection. We will not select proposals from institutions that are not in good standing with HLC.
5. Conference attendees give lower evaluation scores to presentations that do not match their description. Be sure to submit an accurate abstract.
6. HLC prioritizes proposals with a sufficient level of detail for evaluation. Please refer to the proposal rubric for guidance on what to include in your proposal.
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 2023 outlining options for sponsor presentations.

To highlight work from across HLC's member institutions, some proposals may be combined into joint panel sessions by HLC. Proposal submitters will receive more information on final presentation formats once decisions are made in December 2023.

# Navigating the Proposal Submission Site

You may save incomplete proposals and come back before submitting the completed proposal. After creating an account, the following tasks will be required for each proposal:

## Proposal Title and Type

Titles are limited to 10 words or fewer. Institutional proposals are for representatives of an HLC member institution. Viewpoint proposals are for higher ed professionals from outside HLC's membership.

### 1. Presenter profile(s)

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

Each proposal has one primary presenter and no more than two co-presenters. The primary presenter serves as the main contact for HLC.

### 2. Proposal abstract and supporting information

Presenters will have an opportunity to revise their titles and descriptions once selected.

- **Proposal Description:** A concise description limited to 50 words or fewer.
- **Presentation Overview:** A detailed framework of the presentation's goals and what will be addressed.
- **Session Structure:** An outlined plan for content delivery in the allotted time.
- **Program Implementation and Outcomes:** A brief history of the operation and results of the program, initiative or process. Explanation of the topic's applicability to other institutions.
- **Target Audience:** The presentation's intended audience.
- **Track Justification:** Brief explanation of session topic's alignment with selected conference track (see tracks on page 2).
- **Presenter's Relationship to Topic:** A statement about each presenter's relationship to the topic.

### 3. Supporting documents

Proposal decisions are based primarily on responses to the proposal abstract questions. Supporting documentation is not required. Only submit supporting information if it helps communicate the findings that you propose to present, such as a chart or display of data that supports the claims in the proposed presentation. There is no need to submit speaker bios, journal articles or case studies.

### 4. Keywords

Select up to three keywords. Presentations that are selected will be published with these keywords to help conference attendees choose presentations. All keywords are listed on the proposal site.

### 5. Presentation release form

Review and electronically sign the Presentation Release Form. This is a required task for all presenters.



#### IMPORTANT

**Your proposal is not submitted until you've completed these steps:**

After all the tasks are complete, click "Save Proposal."

This will take you to the Proposal Review page to review/print the proposal details before final submission.

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September 15, 2023 at 11:59 p.m. CT**

#### **Please Note: REGISTRATION DISCOUNT**

Decisions on proposals will be sent in December 2023. Do not register for the conference until receiving a decision. Selected presenters will be eligible for a discounted registration fee for the General Program.