



Shepherd University HLC Site Visit Schedule March 7-8, 2016

The site visit schedule is also available online:
<http://www.shepherd.edu/2016-site-visit-information/>

Please check this link for the latest updates.

NOTE: There will be a sign-in sheet at each location for attendees to list name and title for the site team.

SUNDAY, MARCH 6, 2016

Description of Events	Location	SU Participants	Team Members
3:00-5:00 Team members arrive at the Bavarian Inn and check in to hotel.	Bavarian Inn	Dr. Beard, Dr. DeWitt	All
5:00-6:00 Conference Room orientation and campus tour.	Bavarian Inn Conference Room	Dr. Beard, Dr. DeWitt	All
6:30 Dinner; Team meeting as needed	Bavarian Inn		All

*The team will have its on-campus headquarters in the WV Room, Library 309.

MONDAY, MARCH 7, 2016 (morning schedule)

Description of Events	Location	SU Participants	Team Members
6:45-7:45 Breakfast	Bavarian Inn		All
Transportation to Campus	Bavarian Inn Lobby	Dr. Beard, Dr. DeWitt	All
8:00-8:25 Meeting with President & Executive Staff	WV Room, Library 309	Dr. Mary Hendrix, Dr. Chris Ames, Anna Barker, Holly Frye, Alan Perdue, Chris Sedlock, Tom Segar, James Vigil	All
8:30-9:30 Assurance Process Committee	Byrd Center, CHE Auditorium	HLC Steering Committee Members	All
9:45-10:45 Federal Compliance Confirmation	Byrd Center, CHE Auditorium	Federal Compliance Team	All
11:00-Noon Drop-in Session	Library, Room 256	Open	Pat, Kevin
12:15-1:15 Lunch with BoG & Others	McMurran Room, McMurran Hall	BoG Members, Dr. Hendrix, Dr. Ames, James Vigil, Chris Sedlock, Anna Barker, Monica Ligenfelter	All

MONDAY, MARCH 7, 2016 (afternoon/evening schedule)

Description of Events	Location	SU Participants	Team Members
1:30-3:30 Area of Focus A: Resources, Planning and Institutional Effectiveness	Library, Room 308	Anna Barker, James Vigil, Jack Shaw, Bea Stottlemeyer, representatives of the Budget Advisory Committee, rep. from Strategic Plan and Master Plan Committee.	Pat, Kevin
1:30-3:30 Area of Focus B: Retention and Student Success	Library, Room 256	Holly Frye, representatives of RIT and student support services through CTL.	Colleen, Joyce, Lee
3:45-4:45 Open Forum, Criterion 1 & 2	Library, Room 256	Steering Committee Members for Criterion 1 & 2	Pat, Kevin, Lee
3:45-4:45 IT Meeting, Online/Hybrid Instructional Delivery	Library 308	Joey Dagg, Rich Lanham, Faculty: K. Adams, D. Gross, Murtagh, Robbins	Colleen, Joyce
5:15-6:15 Martinsburg Center Meeting	Martinsburg Center, Room 104	Jim Klein, Sherry Donovan, IT staff, Evan MacKenzie, Program Coordinators: Clayton, Burkey, Zimmer, Groves, Thomas	Pat, Kevin Note: Scott to transport team members to MC and back to the Bavarian Inn.
5:00-6:00 Community Leaders/Foundation/Advancement	Library 256	Chris Sedlock, Monica Ligenfelter, Julia Krall, Lexi Reed, advisory council members, community leaders	Note: Amy to transport team members back to the Bavarian Inn.
6:30 Dinner/Team Time	Bavarian Inn	Amy and Scott to transport team members to the Bavarian Inn.	

TUESDAY, MARCH 8, 2016

Description of Events	Location	SU Participants	Team Members
Transportation to Campus	Bavarian Inn Lobby	Dr. Beard, Dr. DeWitt	All
8:00-8:45 Deans' Council	WV Room, Library Room 309	TBA	Lee, Pat
8:00-8:45 Drop-In Session, Faculty	Byrd Center, CHE Room 165	TBA	Colleen, Joyce
8:00-8:45 Drop-In Session, Staff	Byrd Center, CHE Auditorium	TBA	Kevin
9:00-10:15 Open Forum Criterion 3 & 4	Byrd Center, CHE Auditorium	CTL, Advisement Center, Assessment,	Colleen, Joyce
9:00-10:15 Follow-up Interviews, Graduate Council	Library, Room 308	Graduate Council Members, GSCE Staff	Pat, Lee
9:00-10:15 Drop-In Session	Library, Room 307	OPEN	Kevin
10:30-11:30 Open Forum, Criterion 5	Library, Room 343	James Vigil, Anna Barker, Alan Perdue, Chris Ames, Nic Pologeorgis, Director of Facilities, Joey Dagg, Sara Maene	Colleen, Joyce
10:30-11:30 Follow-up with Assessment Committee (Task Force)	Library, Room 308	Laura Renninger, Shannon Holliday, ATF Committee Members	Colleen, Joyce
10:30-11:30 Drop-In Session, Students	Byrd Center, CHE Auditorium	Undergraduate and Graduate Students	Lee
11:45-Noon Exit Meeting	WV Room, Library 309	Drs. Hendrix, Ames, Beard	All
Noon	Bavarian	Drs. Beard, DeWitt to transport team to the Bavarian Inn.	All