

The following workshops are separately ticketed events. **Pre-conference workshop participants must register for the full conference.** See page 4 for registration details. Each workshop has a maximum enrollment, so early registration is encouraged. **Registration will not be available on-site for Pre-conference workshops.**

8:30 am - 4:00 pm

Full-Day Workshops

(includes lunch and refreshment breaks)

W-1: Role and Responsibilities of the Accreditation Liaison Officer

The Accreditation Liaison Officer (ALO) is an important role for MSCHE and its member institutions. The ALO serves as the primary contact with the Middle States staff and as a resource for the institution on MSCHE accreditation issues. This workshop is for new and experienced ALOs who are interested in learning more about the leadership and communication responsibilities of the ALO within the context of the institution. A variety of topics will be addressed, including substantive change and the transition to the Annual Institutional Update in the new accreditation process. Presentations from members of the Middle States staff will help introduce new ALOs to the role and will assist more experienced ALOs in understanding some of the newer policies, guidelines, and procedures used by the Commission. Experienced ALOs will share perspectives of the ALO role over the years, lessons learned, and the importance of the ALO as a means of promoting educational quality and institutional effectiveness on campus.

Workshop Learning Objectives:

- ◆ Understand the role of the ALO;
- ◆ Review Commission policies, guidelines, and procedures as they apply to the role of the ALO;
- ◆ Gain a better understanding of Commission expectations for the ALO.

Audience: Current Institutional ALOs

Presenters: MSCHE Staff.

Fee: \$245

W-2: Commission Actions, Campus Crises, and Anxious Constituents: Keeping Everyone Calm and Informed

In today's environment of increasing demands for transparency and accountability, it is more important than ever for higher education institutions to accurately convey their accreditation status to various constituencies and to keep their accreditors informed of crises or unique challenges on the campus. In this all-day workshop, MSCHE's Director for Communications and Public Relations along with panelists from member institutions, will discuss several key topics, including: How to Accurately Convey Your Institution's Accreditation Status While Avoiding Common Mistakes; Handling the Fallout from a Commission Action; Keeping Your Publics (Including Your Accreditors) Informed While Managing a Crisis; and How to Deal with Anxious Constituents When Facing an Accreditation Event. There will be opportunities for audience interaction as well as some hands-on exercises.

Workshop Learning Objectives:

- ◆ Understand MSCHE's expectations for communication with campus stakeholders;
- ◆ Learn how to accurately convey information about a change in the institution's accreditation status while minimizing constituent anxiety;
- ◆ Be able to craft a plan to handle an accreditation crisis.

Audience: Intermediate

Facilitator: Richard J. Pokrass, *MSCHE Director for Communications and Public Relations and long-time college administrator.*

Fee: \$245

8:30 am - 11:45 am & 12:45 pm - 4:00 pm

Half-Day Workshops

(includes refreshment break; lunch NOT included)

The half-day morning pre-conference workshops will be repeated in the afternoon. They are not a continuation of the morning sessions.

W-3 AM or W-5 PM: Building Capacity in Order to Integrate Accreditation Processes into College Functions

Preparation for accreditation events is often approached on campus as an “all hands on deck” emergency committee process. Committees are formed for the sole purpose of addressing the impending accreditation event and are then disbanded once the event is over. This may be an effective approach for meeting immediate needs, but does not lend itself to continuous improvement and institutional effectiveness. In this workshop, participants will be introduced to thinking of accreditation as an ongoing and “appropriate collaborative participation by all who facilitate or are otherwise responsible for institutional development and improvement” (Standard I.1.a) by working to create a sustainable, integrated approach to document and process collection that can provide the institution with a meaningful experience and allows for engagement of stakeholders, creates a higher quality self-study, and helps create ongoing professional development opportunities for new faculty and staff to step into a process that is interwoven into the everyday being of the institution.

Workshop Learning Objectives:

- ◆ Understand how to assess the integrated accreditation documentation and process at one’s own institution;
- ◆ Identify strengths and weaknesses of current assessment efforts;
- ◆ Design capacity-building techniques to maximize committee effectiveness for ongoing accreditation work.

Audience: Intermediate

Presenters: Jacob Amidon, *Associate Vice President for Academic Initiatives*; and Debora Hinderliter Ortloff, *Director of Academic Assessment, Finger Lakes Community College*.

Fee: \$135 each

W-4 AM or W-6 PM: Self-Study: Writing the Report and Preparing the Team

This workshop on the latter phases of self-study is intended for those institutions with team visits in Spring 2018 through Spring 2019 that are addressing the Standards for Accreditation and Requirements of Affiliation (2014). Institutional self-study leaders familiar with the Standards will join Commission staff in providing guidance about the self-study phases that involve moving from research to writing the report and preparing for the study phases that involve moving from research to writing the report and preparing for the team visit. What are effective approaches to editing work group reports into a single coherent, effective self-study report and having that report reviewed by the campus community? How can the logistics of communicating with the team and planning the campus visit be managed to ensure that the visit is an effective part of the evaluation process and a positive experience for all involved? What happens after the team leaves?

Workshop Learning Objectives:

- ◆ Understand the transition from research to writing the self-study report;
- ◆ Learn how to edit multiple work group reports into a single, cohesive document;;
- ◆ Understand how to plan and manage an effective campus visit by the evaluation team.

Audience: Those whose institutions will have a self-study evaluation visit in Spring 2018 – Spring 2019

Presenters: Robert A. Schneider, *Senior Vice President for Accreditation Relations, Middle States Commission on Higher Education*; and Jacqueline LeBlanc, *Vice President for Planning and Assessment, LIM College*

Fee: \$135 each