

## HLC SYSTEMS PORTFOLIO PROJECT PLAN

### PROJECT PHASES AND DELIVERABLES



### PROJECT TEAM MEMBERS

#### Project Coordinators

Bethany Alden-Rivers, Associate Provost (Accreditation Liaison Officer)  
Barbara Glackin, Dean of Library

#### Systems Portfolio Steering Group

Bethany Alden-Rivers (Coordinator)  
Barbara Glackin (Coordinator)  
Karl Kunkel, Provost  
Chuck McAllister, Vice Provost (**HLC Peer Corps Reviewer**)  
Debbie Below, Vice President for SEM/Student Success (**HLC Peer Corps Reviewer**)  
Sue Wilde, Director of Budget Office (**HLC Peer Corps Reviewer**)  
Kevin Hampton, Chairperson of Music Department (**HLC Peer Corps Reviewer**)  
Dana Schwieger, Professor of Accounting (**HLC Peer Corps Reviewer**)  
Eric Chambers, Director of Institutional Research

#### Editor (external)

Susan Swartwout

#### AQIP Steering Committee

Bethany Alden-Rivers (Chair)  
Frank Barrios, Dean of Liberal Arts  
Jennifer Bengtson, Asst. Professor, Anthropology  
Eric Chambers, Director of Institutional Research  
Floyd Lockhart, LMS Administrator  
Bonnie Modglin, HR Operations Specialist  
Peyton Mogley, President SGA  
Gillian Nicholls, Asst. Professor, Quantitative Methods  
Willie Redmond, Professor of Economics  
Bruce Skinner, Assoc. VP for Student Life  
Victor Wilburn, Professor, Child Development  
Sue Wilde, Director of Budget Office  
Chuck McAllister, Vice Provost



**Phase 3—“Drafting”: Key activities (lead author duties in yellow)**

- **March 29:** Lead authors submit annotated outlines to Bethany and Barbara.
- **April 3:** Bethany and Barbara insert examples provided from other contributors, and provide feedback on annotated outlines to the lead authors.
- **April 16:** Lead authors provide a fuller version of narrative to Bethany and Barbara.
- **April 27:** Bethany and Barbara provide feedback to lead authors on their draft.
- **May 4:** Lead authors submit a more developed draft based on feedback from Bethany and Barbara.
- **May 11:** Bethany and Barbara send each section for internal peer review (see table below).
- **May 18:** Peer reviewers send comments on draftwork to Bethany and Barbara.
- **May 25:** Bethany and Barbara provide additional feedback to lead authors.
- **June 1:** Lead authors used feedback from peer reviewers and B/B to provide more polished draft.
- **June 8:** B&B distributed first full draft to internal steering team.
- **June 18:** B&B send first full draft to external editor for comments.

**Phase 3— “Drafting”: Lead authors and peer reviewers for each category**

Category	Lead author	Peer reviewer
1: Helping students learn	Bethany Alden-Rivers	Dana Schwieger
2: Meeting student and other stakeholder needs	Debbie Below	Kevin Hampton
3: Valuing employees	Sonia Rucker and Alissa Vandeven	Chuck McAllister
4: Planning and leading	Chris Martin	Debbie Below
5: Knowledge management and resource stewardship	Kathy Mangels	Sue Wilde
6: Quality culture	Bethany Alden-Rivers	Chuck McAllister