

## Description and Role of HLC Criteria Team Members

### Teams:

- Criterion 1 - Mission
- Criterion 2 – Integrity: Ethical and Responsible Conduct
- Criterion 3 – Teaching & Learning: Quality, Resources and Support
- Criterion 4 – Teaching & Learning: Evaluation and Improvement
- Criterion 5 – Resources, Planning and Institutional Effectiveness
- NMSU Grants (+branch campus report)

### Role of the teams

Teams will inform and guide evidence collection for and content of the Assurance Argument (AA). As needed, teams will provide bulleted information and/or verbal/narrative explanation of processes identified for inclusion in the AA. Teams will serve as resource coordinators, collecting information and providing evidence to support their assigned area of the AA. Teams will be critical to identifying areas lacking systematic processes, activities or evidence. Identified needs will be referred to appropriate area leader(s) for active remediation. As the AA draft evolves, teams will review/edit the AA narrative as needed and/or seek clarification/validation from appropriate entities to ensure accuracy of the narrative.

Team membership includes a combination of upper level administrators with authority and capacity to address relevant identified issues, and ‘boots on the ground’ positions that have a solid working understanding of how things occur in practice. The latter should have full support of their supervisor(s) for engagement, commitment and ongoing activity that will be required as a productive team member (e.g. deans, VPs, etc.).

Each team will have a designated **Team Leader**. **Team Leader** responsibilities include (and are not necessarily limited to):

- Participation in training/workshops and/or retreats, as developed by the Executive Director of Accreditation (EDA)
- Regular meetings with all team leaders and the EDA, and/or individual meetings with the EDA as needed to ensure continued guidance of the team and progress on action items
- Regular working meetings with all team members and the EDA (generally monthly; 60-90 minutes)
- Management of team performance to ensure consistent progress on identified actions/needs, and appropriate engagement of all team members
- Regular communication with team members and the EDA regarding progress, needs, and future actions

**Team Members** are recruited/appointed based on area of expertise. Nominations for team members may come from deans, associate deans, VPs, supervisors from specific designated areas, provost, president, faculty (from college, faculty senate, committees), staff (employee

council, committees), and others. Final selection and appointment is made by the EDA. Team members should have allocated time\* for both in-time team activity participation (meeting, training/workshops, retreats), and for assigned tasks/projects that will need to occur outside of regularly scheduled meetings and occasional training/workshops and retreats.

*\*For faculty, generally expected to be documented as a service component in their annual performance review; for non-faculty, expected to be documented in their annual performance evaluation.*

**Team Member** responsibilities will include (and may not necessarily be limited to) the following:

- Participate in training/workshops and or retreats, as developed by the EDA
- Actively prepare for and participate in regular team meetings/working meetings\*\* with the team leader and the EDA
- Identify pertinent/relevant information to support the AA
- Lead action projects as needed (applicable within the team member's area of responsibility); ensure timely progress on assigned action items
- Continuously wear their "Criterion Team hat" so as to be purveyors of a culture of evidence and continuous improvement across our campuses and become increasingly mindful of university items, activities and documents that support their assigned area (and beyond if applicable) of the AA.
- Become ambassadors for the HLC re-affirmation of accreditation efforts, including the need to demonstrate, document and provide evidence of consistent and systematic practices and engagement in continuous improvement efforts.

*\*\*Most team meetings will be structured as working meetings where the team will go through a section/sections of their assigned Criterion to determine what should/shouldn't/could be included, potential/best evidence, identification of contacts/area experts who can contribute to details, answer questions, clarify information and or verify accuracy of the draft narrative. During these meetings teams will also identify missing evidence and/or processes/systems and may develop strategies or propose actions to address items identified.*