

## Tuesday Tidbits Tuesday, September 29, 2009

***All this general information is all well and good, but what can I do now to get ready for something that's two birthdays away? Is there anything this HLC Team is going to look for that we can prepare well in advance?***

The HLC Team will be looking for some very specific information that can be updated and gathered as we go along. Here are a few ideas ...

1. All campus organizational charts will need to be updated and available. These are the "Who reports to Whom" charts with positions and names in neat little boxes. These are periodically updated and are available at all levels within the institution. Are the charts for your unit accurate?

2. All campus building floor plans will need to be updated and available. We may add rooms or change hallways or move doorways etc. All this needs to be accurately shown on campus maps. This also includes the Valparaiso site. As an example, last summer we added offices in the old switchboard area. We also need to double check room numbers for accuracy.

Those are the two paperwork jobs that can be done almost anytime prior to the visit. Of course, the chart and plans can be used for all kinds of reasons well before the team gets here. These have also been updated many times since the last visit in 2001.

***Not everyone needs to update charts or reconfigure floor plans. Anything else I can do to get ready?***

Of course! The HLC Team will check personnel files. They will be looking specifically at ALL faculty files and especially those that teach in the graduate programs. The biggest issue here is to make sure the personnel files are up to date. Do you have a shiny new degree to show off? Make sure your transcript is updated in your personnel file. Do you have a fancy professional certificate that is appropriate to your position? Add it to the personnel file.

The HLC Team actually has the authority to check any personnel file they want to. If we claim a position needs a degree, then the person doing that job better have a degree and a transcript in the appropriate personnel file. This is rarely a big deal because most employees are very proactive in updating their own personnel file. But, think about it.

### ***What else can I do?***

Check the web site. It needs to be accurate at EVERY level and on EVERY page. Last year Dana Krill took on the job of updating the web site. She did a fantastic job but she can only change, add or delete what we bring to her attention.

Check out the campus web site for accurate general information.

Check the campus web site for departmental information.

Check the campus web site for individual information.

Do you have a personal web site? Is it up to date? How about your picture?

### ***And?***

Make sure you have a name tag. It is very helpful if everyone wears those while the team is here. They also come in handy that first week of classes and lots of other times!

### ***Anything else?***

Yep. Mom was right!

## **COMPANY'S COMING .... CLEAN UP YOUR ROOM!!!**

(And for some of us that might just take 565 days!)

### ***When is the visit?***

565 days from today – September 29, 2009. The HLC Team arrives on April 18, 2011.

Time flies fast and man alive!

Company comes in five-six-five!

*Tuesday Tidbits* is a way to provide information about the upcoming accreditation visit by the Higher Learning Commission to the Purdue North Central Campus. Since the visiting team is interested in ALL aspects of the campus and its operation, this is being sent to all employees. If you have any questions about the accreditation process, or ideas for future Tidbits, please let me know.

Thanks!

Linda Duttlinger

Director of Accreditation and Assessment

X 5217 SWRZ 158B [dutt@pnc.edu](mailto:dutt@pnc.edu)