



October 18, 2018

Dear Colleagues,

A lot of work has been completed in preparation for COTC's comprehensive evaluation by the Higher Learning Commission (HLC). We are pleased to report that earlier today, the Assurance Argument, the Evidence File, the Multi-campus report and the Federal Compliance documentation have been finalized and submitted to the visiting team members via the Commission's online system!

In addition to a review of these documents, the comprehensive evaluation also includes a visit to the College by a group of trained peer evaluators. Our HLC visit is just over a month away! The five-member team will be visiting our college on **November 26 and 27**, 2018 (the Monday and Tuesday after Thanksgiving). The purpose of the on-site visit is to validate claims made in the Assurance Argument and Evidence File, evaluate progress made in areas identified as needing improvement, and compare those materials with the on-ground realities of the institution. During the visit, the HLC team will meet with college leadership and board; meet with those involved in preparing the Assurance Argument and the Evidence File; hold open forums for faculty, staff, and students; and meet with key individuals and groups, such as the faculty council and assessment committees. Specific information on the date, time, and location of these meetings will be provided as we get closer to the visit.

To prepare for the visit, I encourage each of you to read the final [Assurance Argument](#) report. You will note that the links included in the document are not live, as they reference evidence items included in the Commission's Assurance system. Additionally, for your reference and information, we are providing you with the [Briefing Document](#) that includes Frequently Asked Questions (FAQ) about the visit, a listing of the site visitors, a summary of each criterion chapter and a COTC snapshot.

We are excited about the upcoming visit and believe it is an opportunity to showcase our people and their important work. At COTC, we have much to be thankful. We thank you for your continued commitment and participation in this most important endeavor.

Sincerely,

Jacqueline H. Parrill, Ed.D.  
Vice President for Institutional Planning & Human Resources

Lauri White, Ed.D.  
Vice President for Academic Affairs

