Marshall University has been preparing for the Higher Learning Commission’s April 10-12, 2006 site-team visit for over two years now, and many people have been a part of the process. But, the next few days are equally important as preparations are completed for the site-team’s arrival.

Although we expect to have one of the most electronic of all HLC Resource Rooms to date, WE STILL NEED YOUR HELP. Not all the documents we are required to provide can be found online. They are still in paper format, and some of these documents may be in your possession! These paper documents will be housed in the Shawkey Room in the Memorial Student Center while the team is on campus and returned to their departments after April 12th.

The Higher Learning Commission of the North Central Association has asked us to make the following available to the site-visit team:

- minutes of major organizational committees
- policies and procedures related to curriculum adoption, review, and evaluation
- policies for allocation and use of computer resources
- physical facilities master plans
- reports from other agencies or accrediting bodies
- documents regarding Title III compliance and recertification
- catalogs, bulletins, viewbooks, and other promotional literature
- policies on interaction with other academic organizations and programs
- Governance documents: charters, bylaws, policies, etc.

We are especially interested in obtaining the following from all departments:

- formal agreements for all consortia or contractual relationships

If you have any contracts governing internships or graduate assistantships; or cooperative arrangements with government agencies, businesses, or other institutions of higher learning, please contact Beth Tappan (696-6713 / etappan@marshall.edu). We will need your documentation by Thursday April 6th.

We have made a great effort to present most of our self-study data and campus documents to the site-visit team in a virtual (electronic) Resource Room format. The Self-Study Report contains over 850 live hyperlinks that will allow the review team to access electronic evidence/documentation. We feel this will serve the campus well beyond this accreditation site-visit. But for the documents not yet available electronically, we are relying on you!

Thank you for your cooperation.