

THE COLLEGE OF  
**WOOSTER**

*Independent Minds, Working Together*

June 6, 2013

Institutional Actions Council  
Higher Learning Commission  
North Central Association  
230 South LaSalle Street  
Suite 7-500  
Chicago, Illinois 60604-1411

Via e-mail to: Stephanie Kramer ([skramer@hlccommission.org](mailto:skramer@hlccommission.org))

Dear Members of the IAC:

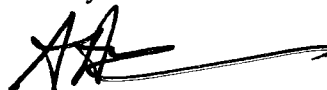
The College of Wooster concurs, without reservation, with the accreditation recommendations submitted by the team which visited the College April 15-17, 2013.

We could not be more impressed with or grateful for our team's incisive review. Clearly, in a very short time of intense scrutiny, the team grasped Wooster in all of its complexity and particularity and rendered a report that, along with our self-study, will only serve to make us better.

I particularly want to acknowledge our team chair, David Wendler, for leading a very professional and efficient process, and for working closely with our self-study leadership team on the details of the visit.

Our Institutional Response Form is enclosed.

Sincerely,



Grant H. Cornwell  
President

cc: Eric V. Martin, HLC Staff Liaison  
David Wendler, Team Chairperson



## INSTITUTIONAL RESPONSE FORM

**Please complete, sign, and return this form to Stephanie Kramer ([skramer@hlcommission.org](mailto:skramer@hlcommission.org)).  
If you choose to include an additional written response, it must also be returned electronically with this form. Your response is due no later than two weeks from the date on this form.**

### Instructions for Submitting Response

1. This form, and an additional written response if you choose to include one, must be submitted electronically to Stephanie Kramer, [skramer@hlcommission.org](mailto:skramer@hlcommission.org).
2. If you choose to write an additional written response, it should be in the form of a letter to the Institutional Actions Council, should not exceed five pages, and must be sent electronically with this form within the two-week timeframe.

*If a response is not received within the two weeks, the Commission will conclude that the institution concurs with the accreditation recommendation.*

**Date: May 31, 2013**

**Name of Institution: College of Wooster, The**

**Institutional ID: 1544**

**Evaluation Type: Comprehensive Visit**

**Printed Name of President or Chancellor\*: Grant H. Cornwell**

**E-mail and Phone for President or Chancellor: [gcornwell@wooster.edu](mailto:gcornwell@wooster.edu) 330-263-2311**

**Signature of President or Chancellor:** \_\_\_\_\_

### Please Indicate ONE

- ☐ The institution concurs with the accreditation recommendations and chooses not to submit a further response.
- ☒ The institution concurs with the accreditation recommendations and has enclosed a written response (please return with this form).
- ☐ The institution does not concur with the accreditation recommendations and chooses not to submit a further response.
- ☐ The institution does not concur with the accreditation recommendations and has enclosed a written response (please return with this form).
- ☐ The institution does not concur with the accreditation recommendations and requests an in-person hearing in place of an Institutional Actions Council (IAC) meeting (see definitions below). In-person hearings are restricted to specific types of evaluation recommendations by Commission policy. *Pathways designations are not eligible for in-person hearings.* Contact your Commission staff liaison for more information. Fees for in-person hearings are found in the schedule of *Commission Dues and Fees* on the website, [www.ncahlc.org](http://www.ncahlc.org).

\*The Commission expects the response from the President or Chancellor (or chief executive officer if a different title is used).



## **Definitions**

**Institutional Response.** The Commission expects a written response from the President or Chancellor of an institution (or chief executive by a different title) within two weeks of receipt of an accreditation report or reaffirmation recommendation and provides the attached response form for this purpose. The institution may choose to include an additional written response in the form of a letter from the President or Chancellor to the Institutional Actions Council. These additional written responses should not be longer than five pages and must be received electronically with this form within the two-week timeframe.

**Institutional Actions Council (IAC).** The IAC is composed of Board-appointed peer reviewers and public members. The First and Second Committees of IAC conduct electronically mediated meetings and in-person hearings to review and act on accreditation recommendations.

**IAC Meeting.** IAC meetings consist of five or more members of the First or Second Committee of IAC, who read the full materials of the evaluation, discuss the findings, and act on the accreditation recommendations. IAC committees may agree with the accreditation recommendations they review or offer differing recommendations or decisions. The meetings are electronically mediated and held eight or more times per year. The majority of accreditation recommendations are reviewed at an IAC Meeting. Exceptions include recommendations that are required by policy to be reviewed at an in-person hearing and recommendations that institutions request be reviewed at an in-person hearing instead of an IAC meeting (see IAC Hearing below).

**IAC Hearing.** In some circumstances, an institution may request or may be required to attend an IAC Hearing. IAC Hearings consist of five or more members of the First or Second Committee of IAC, who read the full materials of the evaluation, discuss the findings, and act on the accreditation recommendations. Conducted three times per year, IAC Hearings are held in-person and require the presence of institutional staff, Commission staff, and evaluation team representatives. There is a fee for requested hearings. An institution that is considering an IAC Hearing should consult with its Commission staff liaison for more information as not all accreditation decisions are eligible for review and action at a hearing.

**IAC First Committee.** Members of the IAC First Committee conduct IAC Meetings and Hearings to act on accreditation recommendations. The First Committee is the initial group to review an institution's case after an accreditation evaluation; the Committee may agree with the evaluation team's recommendation or it may offer a different recommendation or render a different decision.

**IAC Second Committee.** In some circumstances, institutions or Commission staff may request that the First Committee's decision be reviewed by the IAC Second Committee. Members of the Second Committee conduct Meetings and Hearings to act on accreditation recommendations forwarded on request or by policy after the action of the First Committee. The Second Committee may agree with the evaluation team's recommendation or First Committee's decision or it may offer a different recommendation or render a different decision. Institutions should consult with their staff liaison for more information.