

WEBSTER UNIVERSITY
Higher Learning Commission Information Team

Guidelines for file preparation

Target: Fall, 2007 Institutional Report Due
Self-Study Preparations

Data and Information - File Naming Conventions

For all files that will be created and saved as part of the HLC Self-Study process, the following guidelines are offered by the HLC Information Team to all subcommittees to support our preparation for a successful institutional review. The file naming conventions are offered in light of the final goal of uploading them criteria by criteria, to the website.

Philosophy: Begin with the end in mind

File Naming Conventions:

1. All files should carry the same HLC labels differentiated by standard, *to the extent possible*.

Examples:

- a. HLC 1.a_Mission_Statement_SBT
- b. HLC 1.a_Mission_Statement_Webster_University
- c. HLC 2.a_Strategic_Plan_Academic_Affairs_Nov._2005
- d. HLC 3.a_Learning_Outcomes_College_of_Fine_Arts

2. If it is not clear what standard the report, exhibit, meeting minutes, or information will be used for, then the file name must clearly communicate the content rather than represent creative nomenclature.

Examples:

- a. Curr_Committee_Jan_06_Agenda
- b. Grad_Council_Nov_06_Intl_Rels_Proposal
- c. Academic_Affairs_Council_Meeting_Minutes_05-06

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