

Sample Compliance Process

1. Mid-December: President charges one person with oversight of HEAO compliance efforts.
2. Mid-December: After carefully reading through the NAICU resources provided to the President, person in charge of oversight of compliance efforts identified individuals to serve as University Lead for each of the 24 NAICU topic areas – and in most of the cases, these individuals were at the Cabinet level, i.e., Vice Presidents, the Provost. The only exceptions were the Registrar and the Director of Financial Aid.
3. The Memo and Project Lead chart was sent out to all identified Leads.
4. Early January: Within two weeks of the original Memo, HEAO was a topic on the Cabinet's agenda and person in charge of oversight of compliance efforts presented a short overview, followed by President's reiteration (a) of the importance he places on awareness of and compliance with the new legislation, and (b) that each identified Lead is responsible for their identified topic area.
5. Early February: One month later, a personalized follow-up e-mail sent to each Lead requesting status update.
6. Early February: HEAO again on Cabinet agenda - - President emphasizes importance of responding to e-mail requests for status updates.
7. An Excel-format HEAO Tracking Workbook is created to serve as a quick reference and resource for monitoring progress. Folks should keep in mind that the significantly shortened general description for each topic area is just that - - a very short summary so any other college or university thinking about using this as a template should definitely adapt the text in this column to reflect a summary they feel is most representative of the topic.
8. Person in charge of oversight of compliance effort reports monthly to the President on HEAO compliance efforts and provide a copy of the most recent tracking spreadsheet.
9. HEAO compliance will be added to Cabinet agenda every 4 to 6 weeks.