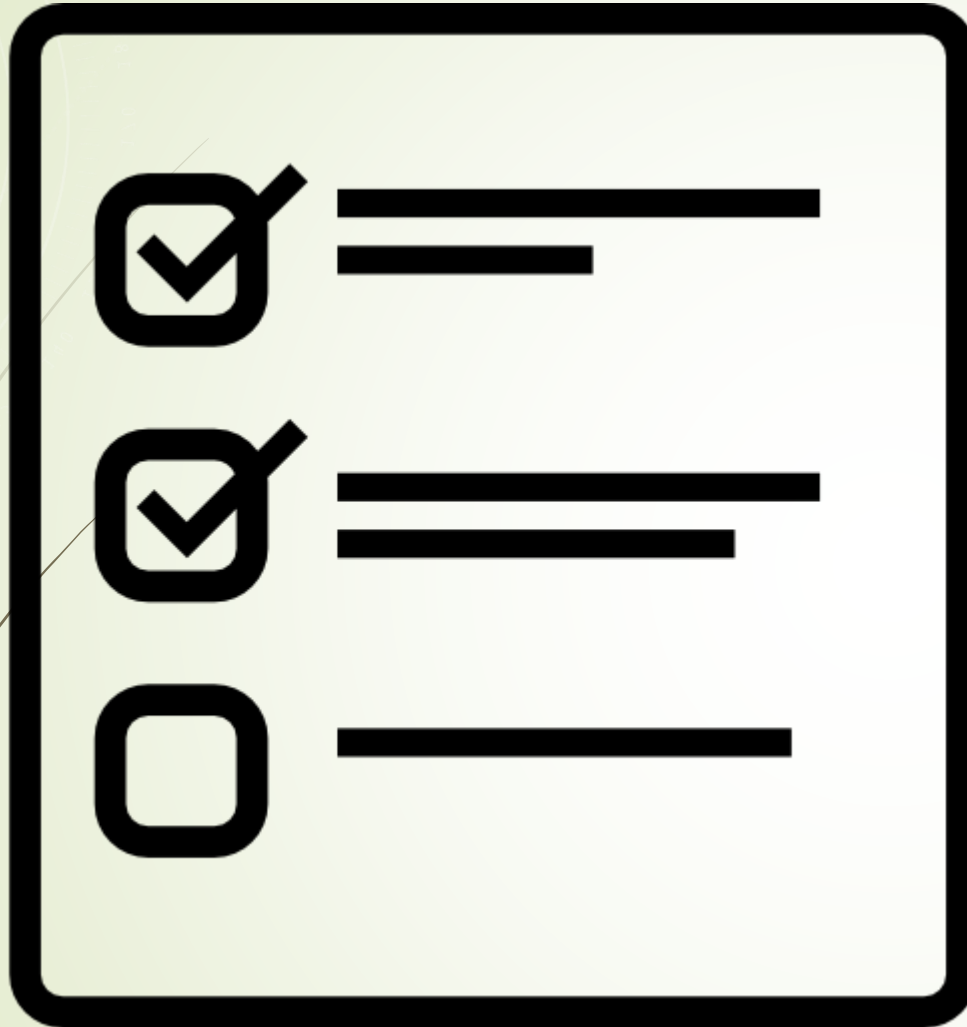




Preparing for an accreditation visit

Dr. Paul Watson II, Kellogg Community College

“Preparation is rightly two-thirds of any venture.” — **Amelia Earhart**



Underlying Themes

- Clear Goals/Objectives
- Effective Communication
- Teamwork & Collaboration
- Flexibility & Adaptability
- Continuous Improvement

“ Our goals can only be reached through a vehicle of a plan, in which we must fervently believe, and upon which we must vigorously act. There is no other route to success. ”

Pablo Picasso

Clear Goals & Objectives

Start & Start EARLY

-Preparing for a college's regional accreditation visit can be a complex and time-consuming process. It requires a thorough review of the college's policies, procedures, and practices, as well as a comprehensive self-evaluation.

-Recommend a 3-year plan that outlines best practices for preparing for a college's regional accreditation visit, including a timetable of activities with appropriate responsible personnel



Possible Timeline



- Establish an Accreditation Steering Committee (ASC) made up of members of the college administration, faculty, staff, and students. This committee will be responsible for overseeing the entire accreditation process.
- Review the accreditation standards and criteria set forth by the regional accrediting agency to ensure that the college meets all requirements.
- Create an inventory of all policies and procedures related to academic and administrative functions, including curriculum development, faculty evaluation, student support services, and financial management.
- Assign appropriate personnel to lead the review of each policy and procedure and report back to the ASC.
- Schedule a site visit from the regional accrediting agency to gain an understanding of the accreditation process and to identify any areas of concern.

YEAR

1



YEAR

2



YEAR

3





Design Document for Assurance
Argument

The timeline...

Date	Objective
Feb 2019	Identify & meet with Steering Committee
March-April 2019	Begin engaging campus community (faculty, staff, students, community etc.) in accreditation activity
April 2019	Charges and Questions to Criterion Groups are finalized
April-May 2019	Criterion Groups begin meeting, plot process for task completion, and identify required data
May 2019	Finalize accreditation design plan document with feedback from Criterion groups
June 2019	Identify and gather additional data and other resources available for all Criterion groups
August 2019	Review of early research with KCC community



Primary Responsible Parties - Year 1

President or Chancellor of the College

Executive Team

Assessment and/or Accreditation Officer

Accreditation Steering Committee

Possible Timeline



- Conduct a comprehensive self-evaluation to identify areas of strengths and weaknesses in all aspects of the college's operations.
- Review and revise policies and procedures as necessary to ensure compliance with the regional accrediting agency's standards and criteria.
- Develop a plan to address any identified deficiencies, including specific action items and timelines for implementation.
- Provide training for all faculty and staff on the accreditation process and their roles and responsibilities in the process.

YEAR

1



YEAR

2



YEAR

3



DOWNLOADING
PAST PATTERNS

suspending

SEEING
with FRESH EYES

redirecting

SENSING
from the FIELD

letting go

PERFORMING
by OPERATING from the WHOLE

embodying

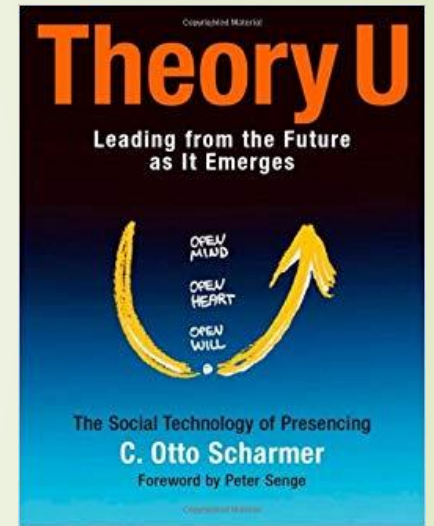
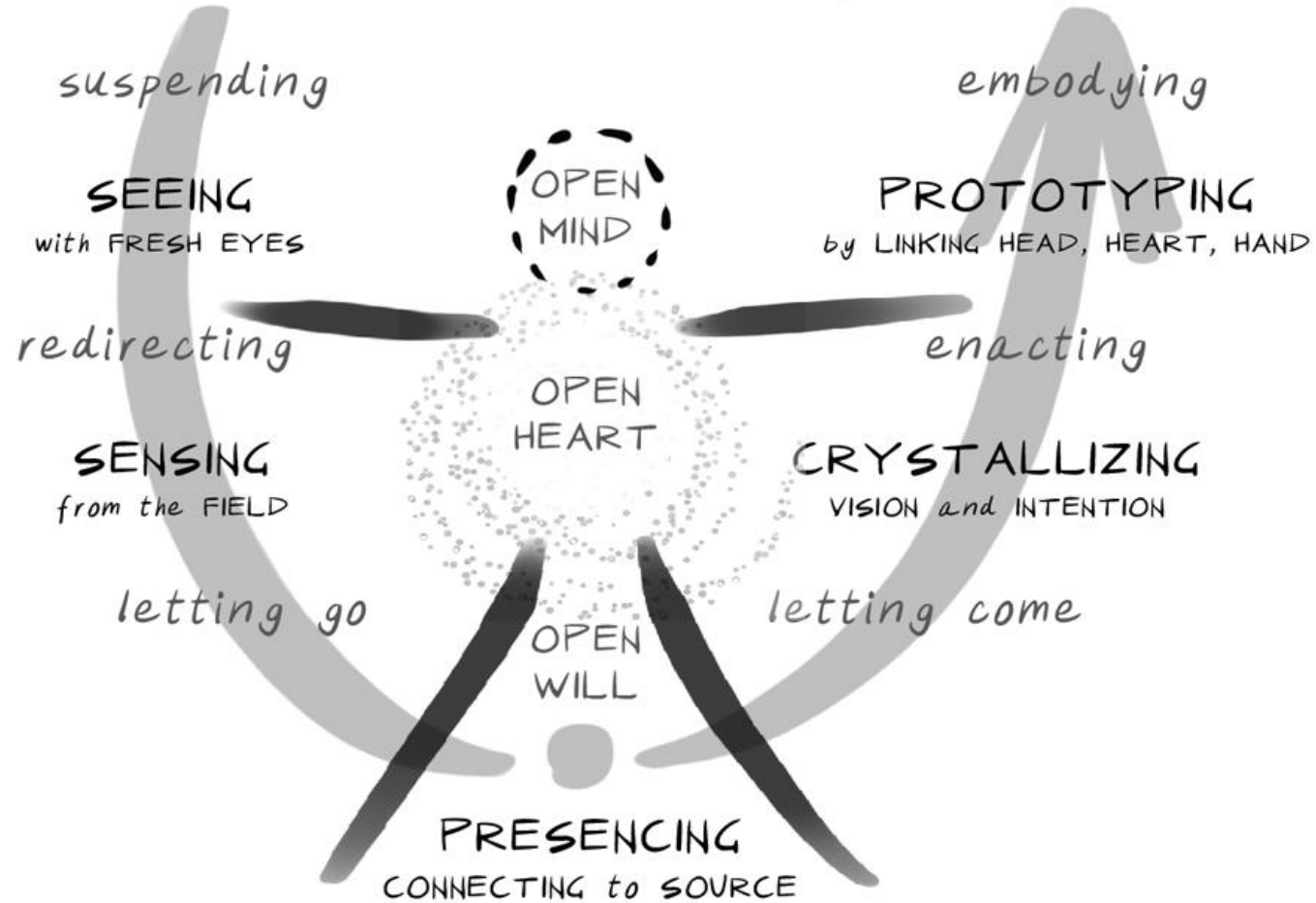
PROTOTYPING
by LINKING HEAD, HEART, HAND

enacting

CRYSTALLIZING
VISION and INTENTION

letting come

PRESENCING
CONNECTING to SOURCE



Criterion Feedback

Group members: PERSON 1, PERSON 2, PERSON 3

Q1: Copy and paste your criterion statement, your core component, and the sub-component statements for that core component below. What terms do we need to define within each statement? Consider terms that people could define differently; for example, “appropriately” would need explicit definition in nearly every context. **Highlight those terms that would need definition.**

CRITERION 3. TEACHING AND LEARNING: QUALITY, RESOURCES, AND SUPPORT

The institution provides quality education, wherever and however its offerings are delivered.

3.C. The institution has the faculty and staff needed for effective, high-quality programs and student services.

1. The institution **strives to ensure** that the overall composition of its faculty and staff reflects **human diversity** as **appropriate** within its mission and for the constituencies it serves.

[Continue highlighting terms that need definition in the remaining sub-component statements.]

Measuring our practices against HLC criteria

Criterion sub-components	Q2: In order to investigate how well we meet this sub-component, what question(s) do we need to ask ourselves?	Q3: What kinds of data/evidence would support claim(s) we make regarding how we meet this sub-component?	Q4: If known - where is this data, or, who has this data? (or, in parentheses, list data that could be generated)
3.C.7 Staff members providing	<ul style="list-style-type: none"> • What qualifications do we require of staff members who provide various types of student 	<ul style="list-style-type: none"> • Job postings • History of required 	<ul style="list-style-type: none"> • Human Resources • Student Services



Primary Responsible Parties - Year 2

President or Chancellor of the College

Executive Team

Assessment and/or Accreditation Officer

Accreditation Steering Committee

Academic and Administrative Leaders,

Faculty and Staff

Possible Timeline



- Finalize and share the self-evaluation report with your campus community, including evidence of compliance and any plans for improvement.
- Conduct a mock site visit to ensure that all personnel understand their roles and responsibilities and that all necessary documentation is in order.
- Conduct a final review of all policies and procedures to ensure that they are up to date and in compliance with regional accrediting agency standards and criteria.
- Submit the self-evaluation report to the regional accrediting agency and prepare for the site visit.
- Participate in the site visit and respond to any follow-up requests or concerns from the regional accrediting agency.

YEAR

1



YEAR

2



YEAR

3



Week 1 AA shared. Game Show YouTube videos PSA slides Mission Communicate final product to K12, foundation, advisories.	Week 2 Recruit students Bruin on the Street/Beat Cash Cab	Week 3 Criteria 1 focus -competition each week -scavenger hunt Thankful Thursday	Week 4 Criteria 2 focus (comp & hunt) BOT recap
Week 5 Criteria 3 focus (comp & hunt)	Week 6 Criteria 4 focus (comp & hunt) Revisit focused committees	Week 7 Criteria 5 focus (comp & hunt) Revisit focused committees. Student event	Week 8 Thankful Thursday *Week 9: I will update BOT at regular meeting immediately after visit.



Criteria 1 Newsletter.docx



Criteria 2 Newsletter.docx



Criteria 3 Newsletter.docx



Criteria 4 Newsletter.docx



Criteria 5 Newsletter.docx



Final Thoughts Newsletter.docx

Criterion 2. INTEGRITY

KCC acts with integrity; its conduct is ethical and responsible.

Evidence of our Integrity

- Board roles – active participation in formulating/authorizing major purposes the college serves, periodic reevaluation of said purposes, selection of the chief executive officer, governing bylaw creation/updates, college financial status, strategic planning, meeting dates and meeting minutes posted to website.
- Financial transparency – purchasing, bid process, Public Institution Purchasing Cooperative, quotes, vendors, audits, capital outlay
- Bargaining Units – faculty, support staff, maintenance contracts on the Human Resources webpage
- Code of Conduct – Student Code of Conduct (student handbook), Employee Standards of Conduct (policies webpage)
- We have an Institutional Research Board – which provides oversight for research conducted on campus.
- We have developed a template for KCC policies, and as they are developed, they are publicly posted online.
- KCC lists all program/graduation requirements on our website and in our academic catalog. Tuition and related fees are posted publicly.

How would you respond to the following questions?

1. Has KCC clearly and accurately presented academic and financial requirements to students and the general public? Do students understand the transfer process, or do they understand the academic requirements to complete their degree?
2. How would you describe shared governance at KCC? Do you think faculty/administrators/support staff have sufficient input into decisions that affect them?
3. Describe how you have participated in decision-making at different levels of the College.
4. Are you satisfied with the support/opportunities you receive to enhance your teaching, to professionally develop, or simply to do your job?
5. Describe the campus climate at KCC. Is there a culture of trust within the College?
6. Who is responsible for curriculum additions/deletions/updates? Who is responsible for policy creation/modification?
7. Do you believe that you have academic freedom in your class?
8. Does KCC support freedom of expression?

Your charge this week

- Continue to read the attached document (you will also find it posted under “Documents & Resources” at <https://www.kellogg.edu/about/accreditation/>, as well as past editions of the “IT MATTERS” email/newsletter).
- Think/Prepare how you would respond if questioned Re: Criterion 2, as noted above.

Next week

We'll review **Criterion 3. TEACHING AND LEARNING: QUALITY, RESOURCES, AND SUPPORT.**

“

Alone, we can do so little; together
we can do so much.

”

Helen Keller

Teamwork and Collaboration

SEE YOU SOON!



FAMILY FEUD

KCC EDITION!

THINK YOU KNOW MORE?



Scan this code with your phone to see if you have the top answers... and get a chance to WIN \$\$

“

The single biggest problem in communication is the illusion that it has taken place.

”

George Bernard Shaw

Effective Communication

Higher Learning Commission Prep/Review

Dr. Paul Watson II

Public

8 videos 5 views Last updated on Nov 12, 2021

Play all Shuffle

No description

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**Proposed Draft HLC Questions
3/29/2021**

Generic for Every Group:

- Tell us about your cabinet/committee/team. For example, what is your charge/function, how long have you been active, what is your composition (faculty, administrators, student representatives).
- How does your committee contribute to fulfilling KCC's mission?
- Tell us about your major accomplishments since the last HLC visit (or since established).
- What have been some of your challenges? What are your upcoming plans?
- What do you believe are KCC's greatest strengths as well as its areas for improvement?

Core Team

- What does KCC do best? Are there any improvements KCC is considering services?
- What is it like to work at KCC?
- What makes KCC unique among your peers in the region?
- What efforts has KCC undertaken to assure educational affordability and access for students?
- How do divisions and departments across the institution work together? What could be improved?

HLC Assurance Committee

- What have been your specific focus areas when preparing for the accreditation? How does this differ from past self-studies? In what ways?



Primary Responsible Parties - Year 3

President or Chancellor of the College

Executive Team

Assessment and/or Accreditation Officer

Accreditation Steering Committee

Academic and Administrative Leaders,

Faculty and Staff

Board & Community Members

“

Be flexible, but stick to your principles.

”

Eleanor Roosevelt

Flexibility and Adaptability

“

Change does not roll in on the wheels of inevitability, but comes through continuous struggle.

”

Martin Luther King Jr.

Continuous Improvement



Questions?