

Accreditation Criterion Team Charter

<p>Description</p>	<p>The purpose of the <i>Criterion Teams</i> is to compose and document the Assurance Argument that KKC meets the Five Criteria of Accreditation and Federal Compliance of the Higher Learning Commission. The Criterion Teams will also review and examine how our institution collects, analyzes, distributes, and uses data, information, and knowledge to manage itself and to drive performance with respect to the College’s mission/vision/goals. The primary focus of the Criterion Teams is to assist the college in preparing for the Year 4: comprehensive report and site visit.</p>
<p>Team Activities</p>	<p>The Criterion Teams will collect and review college artifacts that document institutional practices and progress pertaining to accreditation activities such as Strategic Plans, Assessment Results, Program Review Results, Internal and External Survey Results, and Measures of Effectiveness Results, and previous self-study documents that supports the Assurance Argument and evidence files.</p>
<p>KKC Steering Committee</p>	<ul style="list-style-type: none"> ➤ Patrick Gipson, Criterion 1 Co-Chair ➤ Marshall Shafkowitz, Criterion 1 Co-Chair ➤ Alishia Atkins, Criterion 2 Co-Chair ➤ Lucretzia Jamison, Criterion 2 Co-Chair ➤ Darby Johnsen, Criterion 3 Co-Chair ➤ Dr. Cindy Carlson, Criterion 3 Co-Chair ➤ Naima Dawson, Criterion 4 Co-Chair ➤ Stephanie Owen, Criterion 4 Co-Chair ➤ Baha Awadallah, Criterion 5 Co-Chair ➤ Dr. Celeste McGill, Criterion 5 Co-Chair ➤ Dr. Carl Bridges, Student Services Lead ➤ Eddie Phillips, Academic Liaison Officer ➤ Dr. Greg Thomas President ➤ Dr. Brandon Nichols, District Director, Assessment and Accreditation, Educational Quality ➤ Jacqueline Graham-Sylvestal - Faculty Council Steering Committee Rep ➤ TBD - CCCLOC Steering Committee Rep ➤ TBD - Local1600 Steering Committee Rep ➤ TBD – Local 1708 Steering Committee Rep ➤ Kenneth Harris – AFSCME Steering Committee Rep ➤ TBD – Student Rep
<p>College ALO (Academic Liaison Officer)</p>	<p>Eddie Phillips</p>
<p>HLC Liaison</p>	<p>Dr. Tom Bordenkircher</p>
<p>Criterion Team Structure</p>	<ul style="list-style-type: none"> ➤ Co-Chair ➤ Co-Chair ➤ Writer ➤ Writer ➤ Recorder ➤ Alternate Recorder

	<ul style="list-style-type: none"> ➤ Student Rep ➤ Communications Rep ➤ Communications Rep ➤ Member ➤ Member ➤ Member
Team Ground Rules	<ul style="list-style-type: none"> ➤ Criterion Teams will remain intact up to the planned October 21-22, 2019 HLC visit, and will provide support to Criterion Team Co-Chairs ➤ Criterion Team meetings will be conducted at a minimum of once per month, and more frequently as determined by the Criterion Team and/or Steering Committee ➤ An agenda will be set in advance (typically by the Co-Chairs), with team member input ➤ The purpose of each agenda item will be identified to obtain impact, provide information, discussion, decisions ➤ Full attendance is highly recommended at each team meeting ➤ Communications will be candid, tactful ➤ The objectives of the team interactions will be problem solving, learning, collaboration and decision making (versus e.g., finding fault) ➤ All decisions/assignments will be reviewed at end of each meeting for clarity/agreement ➤ Members will complete assigned pre-work (e.g., reading, data gathering) ➤ Members will listen to each other ➤ Members will examine all sides of an idea, proposal, or thought without judgment ➤ Members will use the College's HLC SharePoint site to archive/request college data and artifacts that support the Assurance Argument narrative. ➤ Members will maintain confidentiality regarding sensitive or controversial topics
Sponsor – Authority to remove barriers and provide resources	Eddie Phillips – Vice President of Academic and Student Affairs

The role of the Co-Chairs:

- ✚ **Criterion Team Meeting Schedule.** Co-Chairs establish and facilitate meetings, track progress according to the KKC-HLC Timeline that is determined by the Steering Committee
- ✚ **Criterion Team Updates.** Deliver updates to the Criterion Team regarding the progress of the Subcommittee (e.g. progress made, challenges experienced, data/information needs, etc.)
- ✚ **Addresses Concerns.** Work with College offices and divisions to resolve concerns/conflicts as they occur
- ✚ **HLC Inquiries.** Field HLC inquiries from Criterion Team members and provide the Academic Liaison Officer and/or Steering Committee a summary of inquiries for consideration and clarification
- ✚ **Documentation of Evidence.** Review and approve evidence submissions to determine appropriateness to the specific HLC Criteria and sub-components. Ensure evidence is properly indexed and stored electronically in the College's Accreditation SharePoint site (evidence file)
- ✚ **KKC SharePoint.** Update approved meeting minutes, and other documents to ensure transparency throughout the 4 year reporting process
- ✚ **Criterion Team Meetings.** Be accountable for all Meeting Minutes, and track follow-up action items.

- ✚ **Campus Awareness.** Lead, with other Criterion Team members, campus-wide training and awareness activities

The role of the Recorder:

- ✚ Maintain minutes of all meetings and store them in the appropriate SharePoint site folder
- ✚ Provide a list of action items as part of the minutes.
- ✚ For each action item identify the description, who is responsible and the completion date
- ✚ Verify and approve all minutes and other key team documents are uploaded to SharePoint
- ✚ Distribute the minutes and action items for all meetings within three business days after the meeting

Role of the Team Members:

- ✚ Regularly attend Criterion Team meetings
- ✚ Assist with evidence-gathering. *Three main subject areas require evidence: Assumed Practices, HLC Criteria, and Federal Compliance*
- ✚ Participate in smaller working groups to support specific work related to the respective Criterion Teams. Working Groups includes the Core Writing Team and Communications Team
- ✚ Review of Assurance Argument. Criterion Team Members will be responsible for reviewing the Assurance Argument and providing input to the Core Writing Team
- ✚ Participate in Criterion Team college-wide awareness events (i.e. college wide meetings, info sessions, department meetings, presentations, etc.)

Role of the Writer:

- ✚ The Core Writing Team is responsible for generating the Assurance Argument
- ✚ Supports the general accreditation efforts through research and report writing
- ✚ Develop drafts or track the development of accreditation documents
- ✚ Obtain information and documents from a variety of committee members
- ✚ Comfort with accepting feedback and revising work product
- ✚ The team includes a cross-section of Administration, Academics and Student Success peers
- ✚ Serve on the College's "One Voice" team to edit the final narrative to ensure the argument is coherent and writing is consistent across teach criterion.

Role of the Communications Rep:

- ✚ The Communications Work Group makes sure that the College community - as well as external stakeholders - are informed of the accreditation process
- ✚ Share regular updates regarding the status of the initiative
- ✚ Promotes transparency in the process and report out to various constituent groups on progress and areas in need of support
- ✚ Review KKC and CCC website to review web content for outdated or inconsistent information and make recommendations to Criterion Team and Steering Committee to ensure webpages are current

The role of the Academic Liaison Officer:

- ✚ Acts as a consultant to Criterion Team on an as needed basis
- ✚ Provides support for team
- ✚ Monitors ongoing progress of teams
- ✚ Assures that the team stays on-task and follows an established timeline
- ✚ Helps team work through group dynamic issues
- ✚ Serve as the first line of communication about Commission policies, practices, and other matters related to accreditation
- ✚ Chair the Steering Committee to ensure Criterion Team efforts are shared across each of the teams
- ✚ Serve as the HLC Assurance System Administrator and grants access to selected Criterion Team Co-Chairs

Practical Aspects of writing the Assurance Argument.

- ✚ Should build on the 2016 Assurance Argument to demonstrate continuity and continuous improvement of opportunities
- ✚ *Typically Criterion 3 and 4 Teaching and Learning are much more involved* and usually will require more content to support the argument
- ✚ Each criterion/core component is addressed explicitly
- ✚ *All arguments need to be supported by evidence* referenced within the body of the document
- ✚ Very structured and focused
- ✚ Need to be very selective with both evidence and narrative
- ✚ Heavy reliance on *existing data, processes, and opportunities for improvement*

Writing the Argument:

- ✚ Narrative is used to make the case regarding the institution's ability to meet a core component
- ✚ *Outcomes should be addressed*, rather than just a description of processes
- ✚ Avoid giving a laundry list of evidence files, leaving the reviewers to wade through evidence to draw their own conclusions
- ✚ Link directly to the text rather than provide a list of evidence after the core component narrative
- ✚ *Highlight and Underline words* that are linked to evidence
- ✚ Only upload documents that will be needed (unreferenced documents will be permanently deleted from HLC's Assurance System when the System is locked)

Evidence File:

- ✚ *Only PDF files can be uploaded* into the evidence file. Before you can reference evidence in the assurance argument you have to upload the evidence into the evidence file folders
- ✚ The summary section is optional and will count against the total word count
- ✚ Evidence file, tables and graphs, and documents from institutional processes, catalog, and all pieces of information must all be electronically submitted through evidence file
- ✚ *Consider an evidence document cover sheet* (title, office of origin, document summary etc.)
- ✚ Have a *consistent standardized format and file naming convention* for all PDF documents