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September 28, 2016

President Arshele Stevens
City Colleges of Chicago-Kennedy-King College
6301 South Halsted Street
Chicago, IL 60621

Dear President Stevens:

The interim report you submitted to our office has now been reviewed. A staff analysis of the report is enclosed.

On behalf of the Higher Learning Commission staff received the report on the awarding of credit across all delivery formats. No further reports are required.

The Open Pathway Assurance Review is scheduled for 2019 – 2020. The institution's next reaffirmation of accreditation is scheduled for 2025 – 2026.

For more information on the interim report process contact Lil Nakutis, Accreditation Processes Manager, at lnakutis@hlcommission.org. Your HLC staff liaison is Tom Bordenkircher (tbordenkircher@hlcommission.org); (800) 621-7440 x 122.

Thank you.

HIGHER LEARNING COMMISSION



STAFF ANALYSIS OF INSTITUTIONAL REPORT

DATE: September 28, 2016

STAFF: Tom Bordenkircher

REVIEWED BY: Steven Kapelke

INSTITUTION: City Colleges of Chicago-Kennedy-King College, Chicago, IL

EXECUTIVE OFFICER: Arshele Stevens, President

PREVIOUS COMMISSION ACTION RE: REPORT: An interim report due 11/16/2016 on the awarding of credit across all delivery formats.

ITEMS ADDRESSED IN REPORT: The institution's report on the above topic was submitted to the office of the Commission on 9/26/2016.

STAFF ANALYSIS: The Kennedy-King College's interim report on the awarding of credit results derives from the institution's 2016 Reaffirmation Evaluation. The HLC Team Report, in recommending interim monitoring, stated this:

The Team recommends the institution revise the institution's policy so the awarding of credit addresses all the delivery formats employed by the institution, and the awarding of credit directly relates credit hours to learning outcomes and specifically defines the contact time and homework associated with compressed and/or alternate formats of instruction.

In response, the College revised the credit hour policy to ensure that 1) the institution's credit hour policy specifically addresses all delivery formats; and 2) that the policy "*adequately defines the expectations*" for contact time and homework associated with all delivery formats. The report then provides both the credit hour policy and a graphic showing the "*definition*" for the awarding of credit hours. The policy's introductory statement notes that the City College's of Chicago's definition of a credit hour complies with "*applicable federal, state and regional accreditation standards and regulations,*" and that the "*basic measure shall be adjusted proportionately to translate the credit hour value to all academic calendars and modalities of instructional delivery.*"

The institution's credit hour policy is shown below.

CCC defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that as an institutionally established equivalency that reasonably approximates not less than:

1. One contact hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work (e.g., reading assignments, practice activities, collaborative team projects, practice tests, self-assessments, and computer-based learning activities) each week for approximately sixteen weeks for one semester hour of credit, which pertains to all instruction modalities including: face-to-face, hybrid, and/or online; or
2. At least the equivalent amount of work over a different amount of time; or
3. The equivalent amount of work as required in this definition for other academic activities as established by the college, including laboratory work, internships, directed studies, practicums, studio/performance work, and other work leading to the award of credit hours.

The graphic below presents the “*definition for awarding student credit.*”

The definition for awarding student credit is as follows:

Category	Semester Credit Hours	Minimum Number of Contact Hour(s)* Per Week
Lecture/Discussion/Demonstration/Seminar	1	1
Laboratory or Studio	1	2**
Clinical Lab	1	2**
Independent Projects	1	3
Cooperative Work Experience full-time (20 hours or more)	1	10
Cooperative Work Experience part-time	1	5
Field Trips	1	3
Open Laboratory Experience	0	1
Dependent upon external accrediting agency requirements.		

Notes:

One Contact Hour = 50 minutes.

*Based on an approximately 16-week term; other term lengths should be pro-rated accordingly.

**It is possible to increase the number of contact hours per credit hour when justified by the type of instruction necessary to meet the learning outcomes and/or for specific programmatic accreditation/licensure.

Laboratory or Studio – Up to 3:1

Clinical Lab – Up to 4:1

STAFF COMMENT: The Kennedy-King College interim report presents evidence to show that the institution has established a policy on the awarding of academic credit across all delivery formats. The policy is consistent with United States Department of Education regulations and Higher Learning Commission standards; the report references, in the footnotes, DOE regulation 34 CFR 600.2 and Higher Learning Commission Policy Number FDCR.A.10.020.

STAFF ACTION: Receive the report on the awarding of credit across all delivery formats. No further reports are required.

The Open Pathway Assurance Review is scheduled for 2019 – 2020. The institution's next reaffirmation of accreditation is scheduled for 2025 – 2026.