

# **Barton Community College Accreditation Committee Committee Charter**

## **Name of Team**

Accreditation Committee

## **Context**

Barton Community College undergoes periodic quality assurance by the Higher Learning Commission (HLC), a regional accrediting agency recognized by the U.S. Department of Education, to ensure instruction, services, and operations of post-secondary institutions meet appropriate standards. Institutions must be accredited to be eligible to participate in federal financial aid programs. The Accreditation Committee serves as an operational workgroup to ensure the

## **Purpose**

The Accreditation Committee works towards a comprehensive institutional understanding of and compliance with accreditation requirements and expectations under the HLC Open Pathways accreditation track inclusive of:

- Year 4 Assurance Review
- Quality Initiative Project
- Comprehensive Evaluation (Assurance Argument, Federal Compliance Report, and Comprehensive Visit)

Additional accreditation activities include:

- Annual Submission of Institutional Data to HLC
- Additional Location Visits every 5 years
- Substantive Change Requests/Approvals

HLC expects institutions to meet all Criteria for Accreditation as well as adhere to HLC Assumed Practices.

## **Duration and Time Commitment**

The committee is a permanent institutional team. The committee will meet in frequency as is warranted. Sub-committees will meet in accordance with identified projects and tasks. Theme representatives will provide updates as needed.

## **Boundaries & Limitations:**

The committee operates within the requirements established by Barton Community College Policy and Procedures, Kansas Board of Regents rules and requirements, Kansas Statutes, Higher Learning Commission Principles and Federal Regulations.

The committee serves to advise, manage and recommend to administration as it applies to institutional accreditation. Dependent on the situation, the committee facilitator and/or committee members will consult with other areas of the College to gain additional information and strengthen communications.

**Membership:**

The committee is facilitated by the Chief Accreditation Officer; minutes are taken by an appointed scribe.

Members include:

<b>Individual</b>	<b>Title</b>	<b>Role</b>
Myrna Perkins	Chief Accreditation Officer	Team Facilitator Accreditation Liaison Officer HLC Peer Reviewer
Mark Dean	Vice President of Administration	Criterion 2 & 5 Representative
Jo Harrington	Mathematics Instructor	Coordinator of Assessment Quality Initiative
Cathie Oshiro	Director of Grants	Report Writer
Angie Maddy	Vice President of Student Services	Criterion 2 & 4 Representative
Charles Perkins	Dean of Institutional Effectiveness	Criterion 1 & 5 Representative
Sarah Riegel	Administrative Assistant	Meeting Scribe
Elaine Simmons	Vice President of Instruction Acting Dean of Workforce Training & Community Education	Criterion 3 & 4 Representative
Randy Thode	Student Services Concierge	Evidence Collection

<b>Theme</b>	<b>Lead Contact</b>	<b>Title</b>
Assessment	Jo Harrington	Mathematics Instructor
Board of Trustees	Dr. Carl Heilman	President
Budget	Mark Dean	Vice President of Administration
Diversity	Carol Murphy	Coordinator of Developmental Education
Ethics/Integrity	Angie Maddy	Vice President of Student Services
Feedback/Constituents	Charles Perkins	Dean of Institutional Effectiveness
Infrastructure	Mark Dean	Vice President of Administration
Mission	Dr. Carl Heilman	President
Policies/Procedures	Jenna Hoffman	Assistant Director of Human Resources
Professional Development	Jenna Wornkey	Coordinator of Professional Development
Process Management	Randy Thode	Student Services Concierge
Retention/Completion	Angie Maddy	Vice President of Student Services
Strategic Planning	Charles Perkins	Dean of Institutional Effectiveness
Support: Academic/Student	Angie Maddy	Vice President of Student Services
Teaching & Learning	Elaine Simmons	Vice President of Instruction