

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:

Individual	Title	Role
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

Theme	Lead Contact	Title
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	TBD	TBD
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

Barton Community College

HLC Accreditation Timeline

Highlights and Future Dates		
<u>Year 2</u>		
2015	01/2015	Began preparation for Year 4 Assurance Argument
	02/2015	Submitted Quality Initiative.
	03/2015	Submitted Annual Institutional Data Update (AIDU) report to HLC.
<u>Year 3</u>		
2016	On-Going	Evidence collection for Year 4 Assurance Argument
	On-Going	Began writing the Year 4 Assurance Argument
	03/2016	Submitted Annual Institutional Data Update (AIDU) report to HLC.
<u>Year 4</u>		
2017	03/2017	Submitted Annual Institutional Data Update (AIDU) report to HLC.
	08/2017	Submitted Year 4 Assurance Argument.
	10/2017	Received Mid-Cycle Review – Final Report.
<u>Year 5</u>		
2018	03/2018	Submitted Annual Institutional Data Update (AIDU) report to HLC.
	On-Going	Begin Organizing for Comprehensive Evaluation (<i>Assurance Argument, Federal Compliance Review, On-Site Visit</i>) <ul style="list-style-type: none"> ➤ Pinpoint Projects and Themes ➤ Identify/Begin to Eliminate Gaps ➤ Theme Conversations ➤ Update and Begin to Collect Evidence
<u>Year 6</u>		
2019	03/2019	Submit Annual Institutional Data Update (AIDU) report to HLC.
	4/4 – 4/9/2019	HLC Annual Conference
	On-Going	Prep work for Comprehensive Evaluation <ul style="list-style-type: none"> ➤ Continue to Update and Collect Evidence ➤ Continue to Eliminate Gaps ➤ Research ➤ Identify content groups ➤ Begin to Review/Discuss by Criterion
	10/2019	Submit Quality Initiative

<u>Year 7</u>		
2020	03/2020	Submit Annual Institutional Data Update (AIDU) report to HLC.
	TBD	HLC Annual Conference
	On-Going	Additional Location Visit <ul style="list-style-type: none"> ➤ Manage Logistics ➤ Gather evidence ➤ Prepare Report
	On-Going	Begin writing Assurance Argument. <ul style="list-style-type: none"> ➤ Review by Criterion
	On-Going	Begin Work on Federal Compliance Report. <ul style="list-style-type: none"> ➤ Assemble a work group.
<u>Year 8</u>		
2021	03/2021	Submit Annual Institutional Data Update (AIDU) report to HLC.
	TBD	HLC Annual Conference
	10/2021	Work on writing Assurance Argument
	10/2021	Work on writing Federal Compliance Report
	10/2021	Last Cross-Check for Compliance/Maturity <ul style="list-style-type: none"> ✓ Accreditation Criterion ✓ Assumed Practices ✓ Federal Compliance
<u>Year 9</u>		
2022	03/2022	Submit Annual Institutional Data Update (AIDU) report to HLC.
	TBD	HLC Annual Conference
	04/2022	Work through logistics of Comprehensive Evaluation Visit <ul style="list-style-type: none"> ➤ Barton’s ALO and President begin conversations HLC ALO and HLC Peer Reviewer Team Lead
	06/2022	Begin to Prepare faculty, staff, and students.
	Aspirational Goal: Two months prior to due date.	Submit Assurance Argument to HLC. <ul style="list-style-type: none"> ➤ Upload Documents into Assurance System.
	08/2022	
	Aspirational Goal: Two months prior to due date.	Submit Federal Compliance Report to HLC. <ul style="list-style-type: none"> ➤ Upload Documents into Assurance System.
10/2022		
	TBD	Comprehensive Evaluation for Reaffirmation: <ul style="list-style-type: none"> ➤ Assurance Review ➤ Federal Compliance Review On-site Visit

Year 10

2023	03/2023	Submit Annual Institutional Data Update (AIDU) report to HLC.
	TBD	HLC Annual Conference