

QUICK REFERENCE

Higher Learning Commission Accreditation

In fulfillment of the College's Comprehensive Evaluation by the Higher Learning Commission, the College submits institutional materials demonstrating compliance with the Commission's Criteria for Accreditation. Along with our Assurance Argument, we submit a Federal Compliance Review and host the on-site peer review visit March 11-12.

DOCUMENTS REVIEWED

- | | | |
|----------------------------------|-----------------------------|-------------------|
| ✓ 2019 Assurance Argument | ✓ 2009 Assurance Report | ✓ College website |
| ✓ 2019 Federal Compliance Filing | ✓ 2009 Advancement Report | ✓ MyJeffco |
| ✓ 2009 Self-Study | ✓ 2013-14 Monitoring Report | |

2009 STRENGTHS

- Knowledgeable and well prepared for the visit
- Mission informs planning, budgeting, and decision-making
- Solid financial position
- Shared commitment to support student success
- Resources: Center for Teaching & Learning, Library, SMART classrooms, Advising and Retention Center, Project SUCCESS, Disability Support Services
- Agreement for Success
- Responsiveness to community needs and input of advisory committees
- Tax levy support
- Campus locations

2009 CHALLENGES (and institutional actions)

- Lack of racial and ethnic diversity (Diversity Committee: curricular, co-curricular, leadership, and culture initiatives)
- Need to sunset programs; identify mission-critical programs and services (Low-performing programs closed)
- Committee structure (Restructured)
- Lack of planning and decision-making that is strategic (2015-2020 strategic plan; capital project process; 2020-2025 process development)
- Lack of systematic use of data (Office of Institutional Effectiveness; Strategic Enrollment Management committee uses results to inform enrollment, persistence, and retention projections; informs budgeting)
- No assessment beyond the course level (General Education, program, institution)
- Lack of engagement of adjunct faculty in the assessment process (Adjunct assessment training and participation in assessment)
- No formal process to track and address academic dishonesty cases (Implemented with Maxient)
- No clear standard for the content of employee personnel files (Personnel Filing Guidelines implemented to organize HR files)

2013-2014 MONITORING REPORT

The 22-page report showed the College:

- ✓ Had achieved stable and effective leadership at the executive and senior level;
- ✓ Had completed a review and revision of Board Policies and Procedures that are appropriate to a comprehensive community college;
- ✓ Is governed by a Board that continues to evolve in understanding its role, i.e. to engage in governance at the policy level while empowering the president with the authority as well as responsibility to lead the institution supported with an effective administrative organizational structure.

FEDERAL COMPLIANCE REVIEW

Credit Hour Evaluation	Title IV Program Responsibilities	Review of Student Outcome Data
Record of Student Complaints	Required Information for Students and the Public	Publication of Student Outcome Data
Publication of Transfer Policies	Advertising and Recruitment Materials and Other Public Information	Standing with Other Accrediting Agencies
Verification of Student Identity		Public Notice for Opportunity to Comment Student Opinion Survey

CRITERIA FOR ACCREDITATION

CRITERION 1 – Mission, Vision, Values

CORE COMPONENTS:

- 1.A. The institution's mission is broadly understood within the institution and guides its operations.
- 1.B. The mission is articulated publicly.
- 1.C. The institution understands the relationship between its mission and the diversity of society.
- 1.D. The institution's mission demonstrates commitment to the public good.

EVIDENCE:

- Institutional handbooks
- Board Policies & Procedures
- Assessment report cycle
- Jefferson County Data Book 2013
- Consumer Information
- Jefferson College Strategic Plan 2015-2020
- PACE (Performing Arts and Cultural Enrichment) events
- Disability Support Services policies and procedures
- Personal enrichment courses
- Business and Workforce Development Center
- Student clubs and organizations
- Displaced ITT and Vatterott students
- Jefferson College Foundation
- Advisory committees
- Employment Services
- COMTREA (Community Treatment, Inc.) counseling
- Veterans' Services
- Area Technical School (ATS) sustainable house
- Ripple of Hope events
- Clinical sites [OTA, PTA, RAD]
- Manufacturing Summit

CRITERION 2 – Integrity: Ethical & Responsible Conduct

CORE COMPONENTS:

- 2.A. Integrity in all functions
- 2.B. Clear and complete presentation to the public
- 2.C. Governing Board sufficiently autonomous to assure integrity
- 2.D. Committed to freedom of expression and the pursuit of truth
- 2.E. Responsible acquisition, discovery, and application of knowledge

EVIDENCE:

- College Catalog
- Course Syllabi
- Website
- Marketing & Public Relations
- Newsletters
- Mission, Vision, Values
- Student Handbook
- Departmental Handbooks
- Board Policies & Procedures
- Administrative Policies & Procedures
- Missouri Statutes
- Federal Laws & Regulations
- Maxient Reports
- Integrated Postsecondary Education Data System (IPEDS) Federal Data Submission
- Faculty & Staff Handbook

CRITERION 3 – Teaching & Learning: Quality, Resources, and Support

CORE COMPONENTS:

- 3.A. The institution's degree programs are appropriate to higher education.
- 3.B. The institution demonstrates that the exercise of intellectual inquiry and the acquisition, application, and integration of broad learning and skills are integral to its educational program.
- 3.C. The institution has the faculty and staff needed for effective, high-quality programs and student services.
- 3.D. The institution provides support for student learning & effective teaching.
- 3.E. The institution fulfills the claims it makes for an enriched educational environment.

EVIDENCE:

- Institutional Assessment (IA) process and reports
- Specialized program accreditation
- Advisory committee meeting minutes
- Official course syllabi
- MDHE transfer guidelines
- Service learning projects
- Diversity Plan
- PACE events
- University partnerships/2+2 agreements
- Library
- Academic Success Center
- COMTREA counseling
- Center for Teaching and Learning
- National Alliance of Concurrent Enrollment Partnerships (NACEP)
- Quality online design rubric
- College Catalog
- Board Policies & Procedures
- Administrative Policies & Procedures
- Faculty & Staff Handbook
- Adjunct Faculty Handbook
- Fact Books

CRITERION 4 – Teaching & Learning: Evaluation and Improvement

CORE COMPONENTS:

- 4.A. The institution demonstrates responsibility for the quality of its educational programs.
- 4.B. The institution demonstrates commitment to educational achievement and improvement through ongoing assessment of student learning.
- 4.C. The institution demonstrates a commitment to educational improvement through ongoing attention to retention, persistence, and completion rates in its degree and certificate programs.

EVIDENCE:

- Institutional assessment process
- GenEd/Co-Curricular assessment processes
- Credit for Prior Learning Handbook
- Standards and procedures for awarding transfer credit
- Missouri Reverse Transfer Agreement
- GenEd Assessment Council
- Curriculum Committee
- Academic Success Center
- Peer Tutoring accreditation
- Project SUCCESS (TRIO)
- Trade Adjustment Assistance Community College and Career Training (TAAACCT)
- NACEP accreditation
- Student Learning Outcomes (SLOs) and the curricular committee process
- Multi-section assessment (PSY205)
- Health Occupation Programs (HOP) assessment workshop
- Exit examination
- Accelerated Learning Program (ALP) model
- Office of Employment Services
- MSU Public Affairs Assessment Workshop
- Strategic Planning Online software
- Integrated Postsecondary Education Data System (IPEDS)
- Completion Academy/Complete College America
- Strategic Enrollment Management (SEM) persistence, retention, completion goals
- Key Performance Indicators dashboard
- Performance funding
- Third party accreditation

CRITERION 5 – Resources, Planning, and Institutional Effectiveness

CORE COMPONENTS:

- 5.A. The institution's resource base supports its current educational programs and its plans for maintaining and strengthening their quality in the future.
- 5.B. The institution's governance and administrative structures promote effective leadership and support collaborative processes that enable the institution to fulfill its mission.
- 5.C. The institution engages in systematic and integrated planning.
- 5.D. The institution works systematically to improve its performance.

EVIDENCE:

- Information Technology restructure
- Capital projects allocation process
- Spring 2018 budget recommendation work groups
- HR selection process and PeopleAdmin
- Management Development Series, JC101, etc.
- Board of Trustees participation in ACCT training
- Redesigned committee structure/ shared governance
- Curriculum Committee, Assessment Committee, etc.
- Co-curricular and general education outcomes
- Assessment Handbook
- Strategic planning process
- Advisory committees
- Mission/Vision/Values review and implementation
- Institutional Assessments (IAs)
- Exit exams
- Student exit surveys
- Employment rates
- Action plans/documentation of completion in Strategic Planning Online software
- Creation of Institutional Effectiveness and Institutional Research (IE and IR) areas