HLC Committees/Task Force
2016-2017
18 November 2016

CSC Coordinating Committee for HLC Reaffirmation and Accreditation
- Purpose: This committee reviews all documents for consistency and accuracy for the HLC Comprehensive Evaluation, Assurance Review, and Evidence file. Second, the committee manages effective and efficient communication and resources among State Authorization Reciprocity Agreement (SARA), Assumed Practices, Assurance Argument, and Federal Compliance sub-committees and Quality Initiative Task Team. The third purpose is to identify consultants, writers, and document reviewers as well as determine tasks teams such as logistic and virtual room to assist with the implementation of maintaining HLC accreditation.
- Co-Chairs: VPAA & Director of Institutional Research
- Assistant Chairs: Interim Director of Assessment & CIO
- Members: Deans, Assessment & Accreditation Coordinator, Assurance Argument Lead Writer, Researcher (Assumed Practices+), Head of Technical Service Library (Evidence Files Gate Keeper), VP of Student Services (Co-Chair Federal Compliance Committee)
- Documentation: Meeting minutes

Assurance Argument (Criteria for Accreditation) Sub-Committee (for HLC Reaffirmation)
- Purpose: This committee continuously gathers and organizes evidence for the HLC Assurance Argument (Criterion 1-5). Second, the committee identifies key writers and proofreaders.
- Chair: Dean (HLC responsibility)
- Assistant Chair: Assoc. CIO; Secondary Assistant Chair: VPAA
- Members: Deans, Assessment & Accreditation Coordinator, Assurance Argument Lead Writer, Researcher (Assumed Practices+), Interim Director of Assessment
  - Criterion #1: Chair, Assurance Argument Lead Writer
  - Criterion #2: Chair, Assurance Argument Lead Writer
  - Criterion #3: the deans
  - Criterion #4: Asst. Registrar; 2 deans, Sr. Director of Student Affairs
  - Criterion #5: Finance, Dean, Sr. Director of Student Affairs
- MAP: 1-6
- Documentation: Submission of final argument

Federal Compliance Sub-Committee (for HLC reaffirmation)
- Purpose: This committee ensures CSC complies with federal regulations. The federal regulations relate to assignment of credit hours, record of student complaints, transfer policies, student identity, title IV program responsibilities, public information, recruitment materials, student outcome data, standing with state and other accrediting agencies, and public comment of the institution.
- Chair: VP of Student Services

- Assistant Chair: Director of Institutional Research
- Members:
  - Assignment of Credits, Program Length, and Tuition:
  - Student Complaints (Institutional Record of Student Complaints):
  - Student Outcome Data:
- MAP: 1-6, 2.2.2, 4.1.4, 6
- HLC Criteria for Accreditation (Assurance Argument): 2,3,4,5
- Assumed Practices: A5b, A5c, A7a-b, A8, A10, A12, B1a, B1f, B1g, B2a, C2D1, D2, D5,
- Quality Initiative: communication
- SARA: 1.2, 1.3, 1.5, 2.3, 3.2, 3.3, 3.5, 4.2, 4.3, 4.5, 5.5, 7.9, 7.10, 9.1,
- Federal Compliance: All
- Documentation Process: Submission of final report.
  - Standing with Specialized Accreditation and other Agencies: Dean of Curriculum and Accreditation, Researcher (Assumed Practices+),
  - Transfer Policies: Registrar, OA to VPAA, Transfer Agreement Committee
  - Student Identity Verification: CIO, Dean of Essential Studies & Liberal Arts, Assoc. CIO
  - Title IV Program: VP of Student Services, Asst. Director/Student Services Financial Aid
  - Financial Responsibility (Institutional ratios and audits): Comptroller
  - Default Rates: VP of Student Services, Asst. Director/Student Services Financial Aid
  - Disclosure Requirements (including Campus Crime, Athletic Participation and Financial Aid, Other Disclosures): Registrar, Director of Institutional Research, Associate VP Human Resources
  - Student Right To Know: Director of Institutional Research
  - Satisfactory Academic Progress and Attendance Policies: VP of Student Services
  - Advertising & Recruitment Materials and other Public Information: VP of Enrollment Management, Marketing & Student Services, Director of College Relations
  - Public Notification of Opportunity to Comment: VP of Enrollment Management, Marketing & Student Services, Director of College Relations, Director of Admissions
  - Grievances: VP of Enrollment Management, Marketing & Student Services, Associate VP Human Resources

Assumed Practices Sub-Committee (for HLC Reaffirmation)
- Purpose: This committee ensures CSC meets the set of practices shared by Higher Education institutions. The set of practices encompass ethical and responsible conduct, the quality and support of teaching and learning, faculty roles and qualifications, assessment an improvement of teaching and learning, and institutional planning and effectiveness, and financial
- Chair: Interim Director of Assessment
- Assistant Chairs: Dean, a Dept. Chair
- Members: Faculty Senate designation; Dean; Researcher (Assumed Practices+); VPAA
- MAP: 4.1.4, 4.2, 4.3.1 and 4.3.6
- HLC Criteria for Accreditation (Assurance Argument): 1B, 2B, 3,4,5
- Assumed Practices: all
- Quality Initiative: n/a

- SARA: 1.2-6, 2.1-6, 3.3-5, 4.1 4.3, 4.4-7, 5.1-5, 5.6-7, 4.9, 5.4, 5.6, 5.8, 6.1-4, 6.6, 7.1-9, 7.10, 8.1-2, 9.1, 9.4
- Federal Compliance: 4-7,22, 25-27, 32-35
- Documentation: Submission of Report (evidence meeting Assumed Practices requirements) to HLC Coordinating Committee

SARA (State Authorization Reciprocity Agreement) Compliance Sub-Committee (for HLC Reaffirmation)
- Purpose: This committee creates and implements a plan to maintain state authorization, keeps abreast of state regulations regarding an institution's out of state activities, develops strategies to communicate information to students, states and the College, and obtains and manages data essential to the achievement of state authorization.
- Chair: Faculty Senate representative designated by Faculty Senate President and VPAA
- Assistant Chairs: Faculty member and Instructional Tech & Design Specialist
- Members: 3 Deans; Interim Director of Assessment; 2 Faculty; LMS Administrator; Assoc. CIO
- MAP: 3, 4, and 6
- HLC Criteria for Accreditation (Assurance Argument): 1D1, 2B, 2E3, 3A1-3, 4C1-3, 5D1-2
- Assumed Practices: A7a-c
- Quality Initiative: n/a
- SARA: all
- Federal Compliance: 4-7, 18, 19, 22, 25-27, 28-35, 39-40,
- Documentation: Updated SARA Report (evidence meeting SARA requirements) submitted to CSC Coordinating Committee

CSC Communication & Logistics for HLC Comprehensive 2017 Visit Task Team
Purpose: This task team organizes and coordinates the following for the April 2017 Comprehensive Visit for Reaffirmation of Accreditation: CSC communication about HLC Peer Reviewers April 2017 visit; arrangement of HLC Peer Reviewers needs for the April 2017 visit such as meeting rooms, internet access, hotel accommodations, interview schedule, and communications with HLC Peer Reviewers prior to visit; preparation, implementation, and submission of material to HLC for Third Party Comments and Student Opinion Survey.
This task team coordinates with Virtual Resources Room Task Team.
Chair: VPAA
Assistant Chair: Director of College Relations
Members: IT Analyst & OA to President
Documentation: Meeting Minutes

Virtual Resource Room (for HLC Reaffirmation) Task Team
Purpose: This task team prepares and organizes the electronic Resource Room for the HLC Peer Reviewers, CSC writers of HLC documents (Assurance Argument, Federal Compliance Report, SARA Evidence Document, Assumed Practices Evidence Document, and Quality Initiative Report). The task team coordinates with CSC Logistics task team and CSC Coordinating committee.

Members: VP of Student Services, Dean, Head of Technical Service Library (Evidence Files Gate Keeper), Project Coordinator for Teaching & Learning Technologies
Resource Room Point Person for HLC Visiting Team: Head of Technical Service Library (Evidence Files Gate Keeper)
Documentation: Virtual Resource Room and meeting minutes

Retention Process and Planning (for HLC Reaffirmation) Task Team
Purpose: Discover and document current processes and projects related to student retention. Develop and implement a written plan that outlines resources, processes, and initiatives that impact student retention.   The written plan consists of timeline, evidence documentation, and analysis.
- Chair: VP of Enrollment Management, Marketing & Student Services and Director of Internships & Career Services
- Members: Vp of Student Services, Director of Residence Life, Sr. Director of Student Affairs, Registrar, Director of Institutional Research, , Leah Reed, Director of Transitional Studies, the 3 Deans, Associate Athletic Director, Interim Director of Assessment, Assoc. CIO
- MAP: #4 & 5
- HLC Assurance Argument (Criteria for Accreditation): 4C1-4; 4A6
- Assumed Practices: A6, C7
- Quality Initiative:
- SARA:
- Federal Compliance:
- Documentation: Meeting minutes and Annual Report submitted to Campus-wide Assessment Committee