

Southeast Tech
HLC Reaccreditation Update
EXECUTIVE SUMMARY

Purpose:

To provide the School Board with an update on the preparations for the HLC reaccreditation assurance document and site visit.

The Higher Learning Commission (HLC) is the regional accrediting body for Southeast Tech. Reaccreditation is required every 10 years which will April 17-18, 2023, for Southeast Tech. An update on the progress and the preparations regarding the quality initiative, the assurance document, and the site visit will be provided.

Administrative Recommendation to School Board:

Recognition of the progress and preparations.



SOUTHEAST
Technical College

Our Path to HLC Reaccreditation: An Update

February 2021

HLC Open Pathway Reaccreditation Pieces

Assurance
Argument

Quality
Initiative

Federal
Compliance
Review

Student
Opinion
Survey

Site Visit by
Peer
Reviewers

Progress and Timeline:

2020-2021

- Summer: Establish Criterion Teams and Train Co-Chairs
- Fall: Criterion Teams begin working + Receive Site Visit Date – April 17-18 2023
- Spring: Criterion Teams continue working

2021 - 2022

- Summer: First Draft of Assurance Argument is Developed
- Fall: First Draft of Assurance Argument is Distributed for Review and Feedback
- Spring: Assurance Argument Revisions + Site Visit Prep

2022 - 2023

- Summer: Assurance Argument Revisions + Site Visit Prep
- Fall: Finalize Assurance Doc + Site Visit Prep
- Spring: April 17-18, 2023 is our Comprehensive Evaluation Site Visit

Criterion Team Updates

Task: Identify strengths and weaknesses, collect evidence, develop outline for the assurance argument

Core Teams	Criteria 1: Mission	Criteria 2: Integrity	Criteria 3: Teaching and Learning	Criteria 4: Teaching and Learning	Criteria 5: Resources, Planning and IE
			Quality, Resources, and Support	Evaluation and Improvement	
Admin	Bob Griggs (with Executive Team)	Benjamin Valdez	Craig Peters	Kristin Possehl	Megan Fischer
Co-Chair	Nick Schneider	Paula Hawks	Britney Mower	Kayla Westra	Erik VanLaecken
Member	Jennifer Lambley	Elizabeth Harder-Schlicht	Chelsea Reisch	Jaci Kramer	Andy VanZanten
Member	Joe Weber	Gerard Strouth	Jackie Pommer	Debra Hunking	Beth Kassing
Member	Kristin Wellnitz	Jeff Van Overbeke	Jason Merritt	Dustin Pepper	Stephen Williamson
Member	Vicki Oswald	Stacy McManus	Kristin Larsen	Julie Westerman	Lynette Grabowska
Member	SDBTE Rep	SFSD Board Rep - Nan Baker	Emily Stahl	Ken Schaffer	Mike Stephens

Criterion 1: Mission

The institution's mission is clear and articulated publicly; it guides the institution's operations.

- The institution's mission is **articulated publicly** and **operationalized** through the institution.
- The institution's mission demonstrates **commitment to the public good**.
- The institution provides opportunities for **civic engagement** in a diverse, multicultural society and globally-connected world, as appropriate within its mission and for the constituencies it serves.

Criterion 1: Mission

Possible Evidence

- Documentation of mission statement development and regular review, orientation materials, list of partnerships, campus utilization log, public events

Current Status

- Mission statement visibility on campus
- Civic Engagement Initiative
- Diversity Coordinator

Criterion 2: Integrity: Ethical and Responsible Conduct

The institution acts with integrity; its conduct is ethical and responsible.

- The institution establishes and follows **policies and processes** to ensure fair and ethical behavior on the part of its governing board, administration, faculty, and staff.
- The institution presents itself clearly and completely to its students and to the public.
- The **governing board** of the institution is autonomous to make decisions in the best interest of the institution in compliance with board policies and to ensure the institution's integrity.
- The institution is committed to **academic freedom** and **freedom of expression** in the pursuit of truth in teaching and learning.
- The institution's policies and procedures call for **responsible acquisition, discovery and application of knowledge** by its faculty, staff, and students.

Criterion 2: Integrity: Ethical and Responsible Conduct

Possible
Evidence

- Hiring qualifications and processes, audit reports, documentation of training, handbooks, institutional policies and procedures including academic integrity and grievance

Current
Status

- Updating policies and procedures
- Creating a Faculty Handbook

Criterion 3: Teaching and Learning: Quality, Resources, and Support

The institution provides high quality education, wherever and however its offerings are delivered.

- The institution's degree programs are **appropriate** to higher education.
- 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 programs.
- The institution has the **faculty and staff** needed for **effective, high-quality programs and student services**.
- The institution provides **support for student learning and effective teaching**.
- The institution fulfills the claims it makes for an **enriched educational environment**.

Criterion 3: Teaching and Learning

Possible
Evidence

- Catalog, syllabi, admissions requirements, program reviews, improvement plans, minutes and agendas, dual credit guidelines, programmatic accreditation, student services

Current
Status

- Pathways and transferability
- Evaluation processes and procedures
- SharePoint folder structure

Criterion 4: Teaching and Learning: Evaluation and Improvement

The institution demonstrates responsibility for the quality of its education programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

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

Criterion 4: Teaching and Learning: Evaluation and Improvement

Possible Evidence

- Advisory board minutes, assessment plans and reports, new program development, cocurricular programming and assessment, enrollment management plan, student advising processes

Current Status

- Focus on closing the loop
- Assessment plans in Academics
- Determining a documentation strategy

Criterion 5: Institutional Effectiveness, Resources, & Planning

The institution's resources, structures, processes and planning are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities.

- Through its **administrative structures and collaborative processes**, the institution's leadership demonstrates that it is effective and enables the institution to **fulfill its mission**.
- The institution's **resource base** supports its educational offerings and its plans for maintaining and strengthening their quality in the future.
- The institution engages in **systematic and integrated planning and improvement**.

Criterion 5: Institutional Effectiveness, Resources, & Planning

Possible Evidence

- Financial statements, evidence that links planning to current programs, organizational chart, strategic plan, facilities and technology plan, KPIs and dashboards, meeting minutes that indicate review and analysis of data

Current Status

- Governing board org chart
- Document use of data
- Budget sessions on Fridays
- Determining dashboard indicators

Advancing Student Learning

*HLC Assessment
Academy Project*

Team:

- Mandy Frey
- Nick Schneider
- Myra Werkmeister
- Tom Jaskulka
- Debra Hunking
- Fenecia Foster
- Rich Kluin

HLC Assessment Academy Overview

Task: Design and implement a customized project to **improve learning** through assessment.



ADVANCING STUDENT LEARNING

GOAL: Sustain an aligned assessment process that contributes to a culture of learning



VISION: Conversations that lead to value-added action based on evidence

Advancing Student Learning

Develop a Data Management Plan

- Data Dictionary
- Data Audit Tool
- Analysis Tools and Strategies
- Dashboards

Enhance Training and Development

- Existing (PD Days, New Faculty Onboarding, Assessment Workshops, HLC Days)
- New Employee Onboarding

Expand the Program Assessment Plans

- Continue Academics and Cocurricular
- Add Admissions and Student Success (+ others)
- Watermark Implementation

Develop a Communication System

- Within and Between Programs, Departments, and External Partners
- Guides and Frameworks for Analysis and Conversations

HLC Open Pathway Reaccreditation Pieces

Assurance
Argument –
Criterion Teams

Quality Initiative
– *Assessment
Academy Project*

Federal
Compliance
Review

Student Opinion
Survey

Site Visit by Peer
Reviewers