



Preparing for the HLC Peer Review Team Visit

A peer review team from the Higher Learning Commission (HLC) will visit KCKCC **March 2-3, 2020**. While on campus, the peer review team will spend time meeting with individuals and groups (open forums with students, faculty, and staff), observing college daily activities and spending time with various departments and programs.

Below are a few tips:

1. Be available when the HLC team is on campus. A formal schedule will be provided approximately 1 week prior to the visit.
2. Review KCKCC's [Mission and Vision](https://www.kckcc.edu/about/mission-vision-purpose.html). <https://www.kckcc.edu/about/mission-vision-purpose.html>
3. Read KCKCC's assurance argument (also called a self-study). Final pdf of the document will be made available. Watch for an email early February.
4. Become familiar with KCKCC's [2020-2023 Strategic Plan](https://www.kckcc.edu/about/governance/strategic-plan/index.html). <https://www.kckcc.edu/about/governance/strategic-plan/index.html>

HLC Accreditation Criteria:

- Criterion 1. Mission
- Criterion 2. Integrity: Ethical and Responsible Conduct
- Criterion 3. Teaching and Learning: Quality Resources and Support
- Criterion 4. Teaching and Learning: Evaluation and Improvement
- Criterion 5. Resources, Planning, and Institutional Effectiveness

While Teaching and Learning is an integral component of all criteria, it is most evident in Criteria 3 and 4. Faculty and instructors are primarily responsible for ensuring the quality of the teaching and learning environments in their classrooms and programs.

Depending on job responsibilities, staff will impact one or more of the five criteria.

Possible Questions the Peer Review Team May Ask

The following lists provide examples of the types of questions that Peer Review Teams are likely to ask. These lists are not exhaustive. Expect the team to ask additional general and KCKCC---specific questions.

Please answer all questions honestly and thoughtfully without being negative. KCKCC's self---study report identifies and discusses KCKCC's strengths and challenges, and the evaluation team will be aware of these. Your interactions with the evaluation team will reinforce the self---study findings and provide strong evidence that KCKCC meets the Criteria for Accreditation.

Questions for Everyone

1. What do you know about accreditation?
2. What do you know about the Higher Learning Commission?
3. Have you seen or read KCKCC's Assurance Argument?
4. How would you describe KCKCC's mission? Do you know where you would find the official statement?
5. How does your department contribute to KCKCC's mission?
6. How do you contribute to the KCKCC's mission?
7. What are the college's current strategic planning priorities?
8. What are KCKCC's greatest strengths? Weaknesses?
9. How would you describe the campus climate for diversity?
10. What is it like to work at KCKCC? How is morale on campus?
11. Do you think academics are the top priority at KCKCC? Why or why not?
12. Describe any campus processes that could be improved or made more efficient.
13. What kind of changes are taking place at KCKCC? Do you see these as positive or not?

Questions for Faculty

1. What are the characteristics of a KCKCC education?
2. What is your department's vision for the future? How does this relate to KCKCC's vision?
3. Talk about shared governance and how faculty participate in decision-making at different levels of the college (committees, senates, department meetings, advisory boards).
4. How would you describe the relationship between faculty and administration? What works and what needs improvement?
5. Describe the relationship between KCKCC's departments and divisions. What works and what needs improvement?
6. What resources are available to support faculty (e.g., CTE, faculty professional development, travel, etc.)? Are these sufficient in meeting faculty needs?
7. Is your department actively involved in assessing student learning? How has your department used its assessment findings? What evidence do you have that students achieve your program's intended learning outcomes?
8. What opportunities do students in your program have to gain experience with leadership? Community or civic engagement? Diversity or multiculturalism?
9. What is the purpose of KCKCC's general education program? In what ways does the program achieve its goals for students? How could it be improved?
10. What is the role of faculty in ensuring academic quality?
11. Does your department offer courses or programs via distance education? If so, how does the department ensure the quality of the curriculum regardless of how or where it is delivered?

Questions for Staff

1. How does your department support the academic mission of the college?
2. What is it like to be a staff member at KCKCC?
3. What opportunities do you have for professional development? Are staff members

- treated equitably in their access to these opportunities?
4. How are staff evaluated at KCKCC? What is your impression of the evaluation process?
 5. How are staff involved in campus decision-making processes? Do you think staff have sufficient input into decisions that affect them?
 6. How would you describe the relationship between staff and administration? What works and what could be improved?
 7. What are some important benefits about working at KCKCC? What do you like best about your job? What would you change if you could?
 8. How do departments across campus work collaboratively? What works well and what could be improved?
 9. Do you feel that the work you do is valued by administration? Faculty? Other staff members? Students?
 10. How does your department contribute to student learning and development?
 11. How does your department assess or evaluate effectiveness?

Questions for Students

1. Why did you choose to enroll at KCKCC? Have your expectations been met?
2. What do you think is special about a KCKCC education?
3. Would you recommend KCKCC to other students?
4. What do you like best about KCKCC? What would you change if you could?
5. Have you experienced any problems getting the courses you need in a timely manner?
6. Describe your experiences with academic advising.
7. Do you know where to go for help with the following? (a) academic support;
8. (b) career planning; (c) personal counseling; (e) making a complaint; (f) technology support.
9. Do you use any of the following: library, tutoring services, dining services, Student Health, Wellness Center and Counseling & Advocacy? If yes, what has been your experience?
10. How is the relationship between students and faculty?
11. What opportunities do you have to participate in community or service-learning experiences? Internships? Interact with people and cultures different from your own? Gain real world experience related to your educational and career goals?
12. If you have transferred in credits, what was the experience like for you?
13. Do you think KCKCC is clear in its communication with students about topics such as financial aid, student conduct, costs, and graduation requirements? What improvements would you recommend?