



## **Seminole State College**

### **Self Study Plan for 2009-2010 HLC Accreditation Visit**

#### **Planning**

Planning for the Seminole State College Self-Study began with the appointment of a division chair/faculty member as the Self-Study Steering Committee Chair in December 2006. The chair will provide leadership for the self-study process, for the completion of the self-study, and to the steering committee. The chair works under the Vice President of Academic Affairs, the chief academic office for Seminole State College.

#### **Goals**

In February 2007, seven members of the Self-Study Steering Committee and one administrative liaison to the committee attended a Higher Learning Commission Workshop designed for institutions approaching their self-studies. During discussions, this group developed several overall goals for the self-study process:

- Produce through deliberation and reflection a candid and self-disclosing self-study
- Address concerns from past visits in a satisfactory manner
- Discover our own uniqueness
- Determine how to emphasize and continue strengths, and how to address challenges
- Devise a method to provide a holistic and integrated picture within the five criteria
- Encourage participants to remain positive and constructive throughout the process
- Make the process public, fun, and inclusive
- Be concise, precise, and transparent

The Steering Committee currently is developing functional goals to guide the self-study.

#### **Committees**

The Steering Committee Chair met with the President and the Vice President of Academic Affairs to identify individuals to serve on the Steering Committee and needed subcommittees. Individuals were chosen to ensure diversity of the subcommittees and to ensure full involvement by faculty and staff. Final selections for the Steering Committee and for the subcommittees were completed in May 2007. Five members of the Steering Committee attended the 2007 HLC Annual Meeting. Members of the steering committee will be given the opportunity to attend the 2008 and 2009 HLC annual meetings as well.

#### **Communications Plan**

The Management and Information Systems Department of Seminole State College will develop a collaborative tool that the Steering Committee and subcommittees will use. This collaborative tool will do the following:

- Allow subcommittee group co-chairs to schedule meetings and disseminate information to their subcommittee members
- Allow data to be shared and viewed by all subcommittees
- Allow all subcommittees to view the working papers of all other work groups
- Allow for the posting of information for all faculty and staff to view

Once the tool is developed, training for all steering committee members and subcommittee members will take place.

The Steering Committee will meet at least twice each semester until the site visit occurs. Subcommittees will meet as necessary. The subcommittee chairs will report monthly progress to the Self Study Coordinator. The Self Study Coordinator will in turn provide updates to the Seminole State College Board of Regents at their board meetings. The Communications and Marketing Subcommittee will develop means by which to both educate the campus about the Higher Learning Commission and to communicate the self study process to the campus and to the communities which the College serves.

## **Roles and Responsibilities**

### **Role of the Board of Regents**

- Understand and support the mission, vision, and goals of the institution
- Enable the institution's executive officer (President) to exercise effective leadership in the administration of the policies of the board
- Exercise responsibility to the public to ensure that the organization operates legally, responsibly, and with fiscal integrity
- Demonstrate focus on the institution's mission through board policies and practices
- Provide input into the self-study process
- Approve final self study report

### **Role of President**

- Provide leadership for the self-study process
- Ensure that the self-study is an institutional priority
- Support the Steering Committee and subcommittees by providing the input and resources needed to accomplish the PEAQ self-study process
- Approve final self study report

### **Role of Vice President of Academic Affairs**

- Provide leadership for the self study process
- Ensure that the self study is an institutional priority
- Serve as an advisor to the Steering Committee and subcommittees by providing the input and resources needed to accomplish the PEAQ self study process

- Attend all Steering Committee meetings
- Serve as the primary liaison with the HLC staff

### **Role of Self-Study Steering Committee Chair**

- Coordinate the self study process
- Prepare agendas and facilitate all Steering Committee meetings
- Provide support to the subcommittee chairs and the members of the subcommittees and writing team
- Facilitate communication among Steering Committee and subcommittee members, the writing team, college administration, faculty and staff, and other Seminole State College partners
- Act as an assistant liaison with the HLC staff
- Assist the Site Visit and Resources Subcommittee in coordinating the self study evaluation visit including lodging, team meetings, Resource Room, and daily visit agendas

### **Role of Steering Committee**

- Develop and approve the self study plan
- Develop and approve the self study goals
- Develop and approve the self study timetable
- Promote the self study process campus wide
- Review working papers developed by subcommittees
- Review the analysis of cross-cutting themes as part of summative evaluation
- Determine content of self study taken from working papers
- Approve final self study

### **Role of Criterion Subcommittees**

- Gather data and write an evaluative response to the criteria statements, addressing each core component and providing patterns of evidence
- Identify strengths and areas of concern regarding the subcommittee's area of responsibility, based on data collection and analysis
- Formulate improvement plans for each area of concern in the subcommittee's area of responsibility

### **Role of Writing Subcommittee**

- Coordinate the format, design, development, and editing of the self study
- Ensure that the self study is organized and written in a manner to provide "one voice," as developed from the subcommittees' working papers
- Oversee the publishing of the self study in collaboration with the Steering Committee, subcommittees, college administration, President and Seminole State College Board of Regents in paper format as well as to Seminole State College web page

### **Role of Documents and Technology Subcommittee**

- Develop data collection process to be used by Steering Committee and subcommittees
- Provide easy access to data and data analysis as requested by Steering Committee and subcommittees
- Post appropriate data to web-based communication system when possible so that data can be viewed, analyzed, and easily shared
- Locate and organize Resource Room, in coordination with Site Visit and Resources Subcommittee
- Establish Resource Room in an accessible fashion
- Create a master listing of all notebooks in the Resource Room, by alphabetical listing of documents, by topic, and by numerical listing, coordinating with appendix and other listings in self-study report.
- Provide to visiting team a current organizational chart of the College, including the name of each person holding each position

### **Role of Communications and Marketing Subcommittee**

- Help fulfill the self study goal of making the process public, fun, and inclusive
- Develop means by which to educate the campus and the community about the Higher Learning Commission and the PEAQ process
- Develop means by which to communicate the self study process to the campus and to the community

### **Role of Federal Compliance Subcommittee**

- Examine and analyze all documents and processes that fall under the area of Federal Compliance
- Ensure that Seminole State College is in compliance with all Federal Regulations
- Provide analysis and supporting documentation to writing team for inclusion in self study report

### **Role of Site Visit Resources and Arrangements Subcommittee**

- Coordinate with Documents and Technology Subcommittee in locating and setting up appropriate Resource Room
- Locate appropriate on-campus facilities for consultant-evaluator team, and prepare those facilities according to the needs of the team members
- Ascertain before the visit, any special needs of the team (e.g. dietary restrictions, accessibility needs, etc.)
- Make hotel arrangements for the team, including a meeting room at the hotel if possible
- Coordinate with the Steering Committee Chair transportation for the team members
- Coordinate with Steering Committee Chair and college administration activities relating to the consultant-evaluator team's on-campus experience
- Provide historical information about the College
- Provide information about the community and the role of the College in relation to the community

- Provide a map and a telephone directory of the campus
- Provide snacks and hospitality items to meet the identified needs and preferences of each team member

### **Role of Individual Faculty and Staff**

- Be knowledgeable and supportive of the self study process and plan
- Actively participate in the self study process for self evaluation and improvement of the College
- Be prepared for the HLC team visit in 2009-2010