

# HLC PLANNING MEETING

## APRIL 23, 2025

### PCCUA NEEDS FOR THE HLC VISIT

1. Surveys  
SWOT-student, staff or faculty, and public  
AI Survey-faculty/staff and student
2. Policy changes  
416.01  
416.02  
370-370.02  
363.01  
500.02  
605.17
3. The Web Pages
  - a. Update-1 click access
  - b. Concurrent Handbook is 2022
  - c. Primary Documents need to be together maybe in a box and in all caps
  - d. Faculty Handbook, Student Handbook, Catalog, Faculty Roster, Policy Manual will have links but we also need to have the Employee Handbook on the same page.
  - e. Fact Book is very Important and we will also have campus profiles which are not required but reviewers like these. These need to be in the About Section

Short bios (a couple of sentences) and a picture of board members

4. We need a work timeline for HLC. We began this work in 2022-23 with the changes related to mission vision and values
5. Data to support two important decisions examples.,  
Implementation of multiple measures practice  
Increase in fast-track offerings -we have the initial data we need to show data for every fall since that time or at least every other fall

We are required to have at least three examples and we used Strong Start to Finish outcomes for math and Comp I course offerings

6. Teams...leaders, notes, minutes The Teams are Instruction and Curriculum, Student Success, Institutional Effectiveness, Distance Learning and Information Technology  
Probably okay for I & C, May be okay for DL & IS, not necessarily the case for the other two teams.
7. Assessment status-Section-all of 3E is about assessment. We need to show minutes, ongoing processes.

Adopt STACC Skills for Gen Ed (all other divisions use these and Gen Ed has a different set of SLOs. It would be easier to just adopt STACC for all divisions.

See Competency and Course Chart

7. Organizational Charts
  - Administration & staff functions
  - Decision Making-work completed by Councils, Teams, Committees
    - Where are we with the Staff Association
    - Student Government (Dr. Johnson had notes and minutes on this)
  - Process
8. Handbook Updates
  - Faculty Handbook-Add Policies at end of handbook like the student handbook
9. Policy Manual-all policies must cite PCCUA numeric policy and procedure and tie it so UA System policy at end as a citation....our policies must reflect us not UA System
10. Publication updates...Catalog, Academic Update-do it for at least one more year
  - PCCUA Ridge Runner (is this a quarterly of semester publication)
  - Faculty Staff Newsletter
11. Athletics
  - Agendas, Minutes, publicity...we have some of this but no agendas or minutes
12. We have no FERPA statement and probably need it included somewhere in the policy manual.

It could appear in 363.01 as the last or 500

Possible Statement which could go at the end of 363.01

*PCCUA adheres to the Family Rights to Privacy Act (FERPA) which protects the rights of student records and information. When a student is 18 or older or a declared emancipated minor, the rights to privacy are transferred from the parent to the student. The College recognizes the right to privacy for all students.*

This could be a stand-alone AP but we are not sure where to put it other than 363.01

13. Federal Compliance....Blake Cannon (Stan Approved) has agreed to do this. Doug indicated he was not comfortable with this data. Blake is also sending us the Productivity Scores.
14. Document changes so we can make sure these are reflected in the assurance argument.
15. Data Team (this could be very small but it is needed)
16. Addressing past visit problems is critical and we are doing that in Section 2A and other areas when needed. It includes both the comprehensive and virtual visits.
17. Open Pathway has mid cycle review which is virtual, a QIP and the QIR and ours was assessment and participation in the Assessment Academy.

18. Institutional Impact Outcomes

19. Public Input-we need a SWOT Analysis-are you okay with Robin and I just getting group together for that. We have some people who we know would agree.

20. Preparing the College for the Visit

Information Sharing-agendas, minutes

Mock Visit

Assuring faculty and staff are ready

No more focused groups now the groups are focused on the Criterion so the groups are mixed.

21. We need the following signs posted.

Mission, Vision &Values

Core Competencies /STACC Skills

22. Rubrics were developed for the Assessment Committee and I am not sure if these are used by all. We may want to review and decide where we are with this.

23. Service Learning-important and we suggest requiring it at Student Success II. That way we catch most of our students.

24. We are uncertain of how you plan to use us this summer.