

HIGHER LEARNING COMMISSION EVIDENCE TABLES FOR CRITERION 2 Section 2A, 2B, 2C, and 2E

WHAT IS EVIDENCE

Evidence documents support the Assurance Argument. Examples of sources of evidence common to most Assurance Arguments include: mission statements, budget documents, assessment and curriculum reports, minutes from meetings of governing boards and other important committees, and materials related to special accreditation organizations or state agencies.

Much of the evidence in the file will be uploaded from the Catalog, Class Schedules, Faculty Rosters, Faculty, Staff, and Student handbooks.

HLC will include evidence from their file, such as team reports from Comprehensive Evaluations, analysis of Interim Reports, Institutional Updates, copies of actions and correspondence, and public comments.

THE ASSURANCE ARGUMENT

An important feature of the Assurance Argument is the criterion in its entirety.

Criterion 2. Integrity: Ethical and Responsible Conduct

In fulfilling its mission, the institution acts with integrity; its conduct is ethical and responsible.

As noted above in Institutional Mission, an institution's distinctive mission will inform how it demonstrates that it meets the following Core Components of Criterion 2.

Each subcomponent must be read in terms of the entire criterion.

2.A. Integrity

Actions taken by the institution's governing board, administration, faculty and staff demonstrate adherence to established policies and procedures.

2.B. Transparency

The institution presents itself accurately and completely to students and the public with respect to its educational programs and any claims it makes related to the educational experience.

2.C. Board Governance

In discharging its fiduciary duties, the institution's governing board is free from undue external influence and empowered to act in the best interests of the institution, including the students it serves.

2.D. Academic Freedom and Freedom of Expression

The institution supports academic freedom and freedom of expression in the pursuit of knowledge as integral to high-quality teaching, learning and research.

2.E. Knowledge Acquisition, Discovery and Application

The institution adheres to policies and procedures that ensure responsible acquisition, discovery and application of knowledge.

WRITING THE ASSURANCE ARGUMENT

As we write the Assurance Argument, we think about how to frame the wording. The way it is worded or supported now may be different once we publish the document. For example,

We may decide to consolidate all of the evidence and change the argument to reflect our evidence in a different way. We may identify evidence by consolidating all docs under “opportunities for civic engagement”.

*PCCUA provides **opportunities for civic engagement** in a diverse, multicultural society and globally connected world as appropriate within its mission, values, and vision. Through service projects, course projects, capstone experiences, student activities, and clinicals and practicums, students learn to navigate community and world experiences mirroring future pursuits.*

Please look at the evidence list for Criterion 2, Section 2A. We have listed the documents we feel can be used.

Evidence can take many forms, such as documents, flyers, posters, reports, pictures, screenshots, and more.

One thing is for certain: once we get the Assurance Argument together, the evidence file will be much smaller. Items listed as separate pieces of evidence will be tied to the HLC permissible documents such as the handbooks and schedules. Many items will come from the policy manual.

Evidence List for 2A: Integrity

- 2A_1 Employee Handbook
- 2A_2 Signed receipt
- 2A_3 UA Board of Trustees (BOT)
- 2A_4 Board of Visitors (BOV)
- 2A_5 Functional areas
- 2A_6 Policies and procedures
- 2A_7 2015 HLC Comprehensive visit
- 2A_8 Syllabus review process/template
- 2A_9 Administrative Procedure (AP) 363.02.
- 2A_10 Simple Syllabus.
- 2A_11 Board Policy (BP) 408.
- 2A_12 BP 408.
- 2A_13 Mid-cycle virtual visit
- 2A_14 Quality Improvement Proposal

2A_15 Assessment reform
2A_16 HLC Assessment Academy
2A_17 Assessment practice
2A_18 Assessment Report
2A_19 AP 363.01 Duties and Responsibilities of Faculty
2A_20 Multiple external accreditations
2A_21 Accreditation Commission for Education in Nursing (ACEN),
2A_22 National Accrediting Agency for Clinical Laboratory Sciences (NAACLS),
2A_23 Accreditation Council for Business Schools and Programs (ACBSP)
2A_24 Financial Audits, Self-studies, and Review
2A_25 BP 600 Business and Support Services and AP 600.09 Financial Accounting and Reporting
2A_26 Arkansas Department of Legislative Audit
2A_27 BOV Minutes
2A_28 Program Review Schedule
2A_29 New Programs
2A_30 Annual Review of Faculty Performance
2A_31 Minority Retention and Completion Report
2A_32 Personnel Policies and Procedures
2A_33 Hiring Process
2A_34 Guidelines for the search committee
2A_35 BP 375: Termination of Employment for Contracted Employees
2A_36 BP 380: Employee Grievance Resolution
2A_37 AP 380.0: Employee Grievance Procedures
2A_38 Policies, Training, and Practice Related to Ethical Behavior
2A_39 BP 200 Equal Opportunity/Affirmative Action Statement
2A_40 AP 200.01 Affirmative Action Plan
2A_41 AP 200.02 Discrimination and Harassment Complaints
2A_42 BP 275 Sexual Discrimination (Title IX Compliance)
2A_43 AP 275.01 Sexual Assault/Harrassment Procedures (Title IX Compliance)
2A_44 Discrimination, Retaliation, and Sexual Misconduct Form
2A_45 Numerous topics available and tracked in Workday
2A_46 Board Policy 365 and AP 365.01
2A_47 Conflict-of-Interest Form
2A_48 BP 402 High Scholastic Status
2A_49 BP 363 AP 363.01 through 363. Faculty Responsibility
2A_50 BP 364 Faculty Work Schedule
2A_51 AP 364.01 Teaching Load
2A_52 BP 380 Employee Grievance Resolution
2A_53 AP 380.01 Employee Grievance Procedures
2A_54 BP 270 Official Functions Policy
2A_55 BP 365 Conflict of Interest
2A_56 BP 303 Ethical Conduct
2A_57 AP 230.01 Public Information Release Guidelines
2A_58 BP 366 Participation in Graduation
2A_59 AP 365.02 Intellectual Property Rights

2A _ 60 BP 230 Public Information
2A _ 61 AP 230.02 Freedom of Information
2A _ 62 BP 600 Business and Support Services
2A _ 63 BP 302 Nepotism
2A _ 64 Student Handbook
2A _ 65 BP 405 Classroom Discipline and Student Conduct
2A _ 66 AP 405.01 Withdrawals from Class
2A _ 67 BP 405.02 Grade Assignment and Change Procedures
2A _ 68 BP 404 Grading Policy
2A _ 69 AP 404.06 Appealing a Grade or Other Matters of an Academic Nature
2A _ 70 AP 404.05 Cheating
2A _ 71 Grievance procedures
2A _ 72 FERPA,
2A _ 73 Title IX
2A _ 74 HIPPA
2A _ 75 EEOP Statement
2A _ 76 Student Complaint Page
2A _ 77 AP 404.06 Appealing a Grade or Other Matters of an Academic Nature
2A _ 78 Arkansas Department of Higher Education (ADHE) State Authorization
Reciprocity Agreement (SARA) complaint form
2A _ 79 Publication, Training and Management of Issues
2A _ 80 Cyber security Insurance
2A _ 81 BP 605; AP 605.03 – 605.11. Computer Use and All Computer, Security, and Data
Procedures

Evidence List for 2B: Transparency

2B_1 Policy Manual
2B_2 Strategic Plan
2B_3 Catalog
2B_4 Faculty Handbook
2B_5 Student Handbook
2B_6 Employee Handbook
2B_7 Mission, Vision and Values
2B_8 Educational Programs
2B_9 engagement activities
2B_10 Programs of Study
2B_11 Policy Manual
2B_14 The Strategic Plan
2B_13 Catalog
2B_14 Academic Regulations-Catalog
2B_15 Program Check Off Sheets/Guided Pathways
2B_16 Degrees and Certificates
2B_17 Accreditations.

2B_18 Student Handbook
2B_19 Standard of Behavior-Code of Conduct
2B_20 Student Life
2B_21 Grievance Procedures
2B_22 Faculty Handbook
2B_23 Employee Handbook
2B_24 Advisor Handbook
2B_25 Facebook, Snapchat, X, and Instagram
2B_26 Fact
2B_27 Academic Update
2B_28 Faculty/Staff Newsletter
2B_29 Ridge Runner
2B_30 Minority Recruitment and Retention Report
2B_31 Faculty Performance Report
2B_32 Ridgenet,
2B_33 Career Pathways
2B_34 Disability Services
2B_35 Student Support Services (TRIO)
2B_36 Rowdy Rents Textbook Rental
2B_37 Adult Education
2B_38 Secondary Center, Concurrent Enrollment
2B_39 Gear Up
2B_40 Workforce Training and Development
2B_41 Asa Bonner Center
2B_42 Student Centers in DeWitt and Stuttgart
2B_43 Parking
2B_44 Ridge Runner Grill
2B_45 Rowdy Rides
2B_46 Study labs and Tutoring
2B_47 Student Handbook
2B_48 Resources
2B_49 Transcript requests, Transfer Agreements, 2+2 Agreements, Narcan information, Workday Instructions and Processes.
2B_50 community portal
2B-51 Alumni Organization, Arkansas County Grand Prairie Center, Helena Little Theater, Pillow Thompson House and the Hendrix Fine Arts Center
2B_52 Project One
2B_53 Engagement and College Experiences
2B_54 Athletic Planning Committee
2B_55 Recruiting Basketball Players
2B_56 Basketball Program
2B_57 Arkansas Community College Leadership Conference, Martin Luther King observance, Black History Month, multi-cultural foodfests
2B_58 Historic Events & Timely Topics.

2B_59 Grand Prairie Concert Series
2B_60 Warfield Concert Series
2B_61 Helena Little Theater

2B_62 The Young People's Workshop in the Arts
2B_63 Community and Service Learning
2B_64 Phi Theta Kappa
2B_65 Pancakes and Pajamas Breakfast
2B_66 American Cancer Society's Pink Out Days
2B_67 Helena Police Chief
2B_68 Helena's King Biscuit Blues Festival
2B_69 Stuttgart's Wings Over the Prairie Festival
2B_70 Women in Cyber Security, AI and Cell Phone Tips for Seniors.
2B_71 Ambassadors and Phi Theta Kappa
2B_72 Net Price Calculator
2B_73 Cost of Attendance
2B_74 FA Checklist
2B_75 Financial Literacy

Remember, The Student Handbook, Faculty Handbook, Employee Handbooks, Catalog, Schedules, and Faculty Roster are the HLC posted documents so the numbers for these you will not see in the final product. Part of transparency is showing that you share with students, employees, and the community policies, procedures, and practices. We do most of that in the Catalog and the Student Handbook. Technically, you can't hold a person responsible for what they do not know because it has not been shared. This is why our documents, like the Catalog, are so important.

Evidence List for 2C: Board of Governance

2C_1 Board Policy and Procedures Manual
2C_2 BP 120: Rules and Regulations of the Board of Trustees and Administrative Officers
2C_3 BP 365: Conflict of Interest
2C_4 BP 130: Operating Policies and By-Laws for the PCCUA Board of Visitors
2C_5 BP 150: The College Chancellor
2C_6 Board Training
2C_7 New Board Member Orientation
2C_8 University of Arkansas Board of Trustees (BOT)
2C_10 UA Policy 300.1
2C_11. PCCUA BP 100 Agreement of Merger and Plan of Transition Between Phillips County Community College and the University of Arkansas
2C_12 Appointment of New Members
2C_13 Add, Delete or Modify a Program
2C_14 Conflicts-of-Interest Form.
2C_15 BP 400: Academic Freedom and Responsibility
2C_16 BP 380 and AP 380.01 Employee Grievance Resolution & Employee Grievance Procedures

2C_17 BP404.06 Attendance Policy
2C_18 Minutes of meetings
2C_19 Financial reports
2C_20 BP 605 Information and Communication Technology and AP 605.01-605.20 All Procedures Related to Computer, Technology, and Data Use
2C_21 BP 610 Budget Policy and AP 610.01 Budget Processes
2C_22 Budget Request Form
2C_23 AP 605.20 Multi Factor Authentication
2C_24 UA System Strategic Goals
2C_25 Arkansas Division of Higher Education (ADHE)
2C_26 Arkansas Higher Education Coordinating Board (AHECB)
2C_27 Acts of 1997, No. 1114:

Most of this subcomponent relates to reports, policies and procedures, and mandates.

Evidence for 2D: Academic Freedom and Freedom of Expression

2D_1 BP 400: Academic Freedom and Responsibility
2D_2 BP 303: Ethical Conduct
2D_3 Get Loud Arkansas
2D_4 BP 230: Public Information
2D_5 AP 230.02 Freedom of Information
2D_6 BP 364.02 Summer Term Course Load Determination
2D_7 Executive Order 23-05: Executive Order to Prevent Indoctrination of Critical Race Theory in School
2D_8 Core competencies
2D_9 Diversity, Equity and Inclusion Wording Removed-State and Federal
2D_10 PCCUA Core Values
2D_11 President Trump's Executive Order
2D_12 BP 400: Academic Freedom and Responsibility
2D_13 Editorials
2D_14 Forum
2D_15 Catalog (p. 21)
2D_16 Tunnel of Oppression Experience
2D_17 BP 400
2E_18 Syllabus Template/Syllabus Review
2E_19 Simple Syllabus
2E_20 ACTS Student Learning Outcomes (SLO's)
2E_21 BP: 410.01: Textbook Adoption Procedures
2E_22 BP 225: Free Speech and Expressive Activities in Outdoor Areas
2E_23 Arkansas Act 184 of 2019: An Act to Establish the Forming Open and University Robust

Minds (FORUM Act); to protect the free speech right of students in accordance with the First Amendment of the US Constitution that prohibits abridging freedom of speech for other purposes

2E_24 UofA System Policy and Procedure 705.1 AP 405.01: Classroom Discipline and Code of Conduct.

Like other parts of Criterion 2, much of the evidence for this is in policy, procedures, and mandates.

Evidence List for 2E: Knowledge Acquisition, Discovery and Application

2E_1 Composition I

2E_2 Composition II

2E_3 APA and MLA

2E_4 Research Skills

2E_5 Purdue Online Writing Lab (OWL)

2E_6 Diana Hacker's Bedford St. Martin Text

2E_7 Angela Day Cell-phone Paper

2E_8 PCCUA Library

2E_9 R2Digital

2E_10 Library Orientation

2E_11 Poster Presentation

2E_12 The Student Handbook

2E_13 Student Discipline and Code of Conduct

2E_14 Scholastic Standards Policy (BP 402: Scholastic Standards Policy

2E_15 BP 405: Classroom Discipline and Code of Student Conduct

2E_16 Discipline Form, and There Is Also a Discipline Form for Students with Emotional Problems.

2E_17 General Education Tools

2E_18 (LSAMP)

2E_19 STEM Conference

2E_20 Instructor-developed Notebook

2E_21 Literacy Units

2E_22 AP 365.02: Intellectual Property Rights

2E_23 Board Policy 365: Conflict of Interest

2E_24 IRB Protocol

2E_25 SAIL-CC

2E_26 Ad Hoc Committees

The English instructors and the PCCUA library provided much of the documentation for this. In some cases, faculty teaching those courses and who taught processes for knowledge acquisition provided good examples. Nursing faculty provided some very good teaching examples reflecting use of student research methods.