

## **South Suburban College HLC Steering Committee Purpose and Responsibilities**

The primary purpose of the HLC Steering Committee is to advise the College on all significant matters relating to maintaining institutional reaccreditation by the Higher Learning Commission and to guide the assurance argument document and evidence.

### **HLC Steering Committee Membership**

<b>College President</b>	<b>Dr. Lynette D. Stokes</b>
<b>Vice President of Academic Services</b>	<b>Dr. Tasha Williams</b>
<b>Vice President of Administration</b>	<b>Martin Lareau</b>
<b>Vice President of Student Development</b>	<b>Songie Adebisi</b>
<b>Associate Vice President of Academic Services &amp; Institutional Effectiveness</b>	<b>Dr. Ronald Kawanna Jr. Chair (HLC Steering Committee) Accreditation Liaison Officer (ALO)</b>
<b>Director of Institutional Research</b>	<b>Dr. Kevin Riordan</b>
<b>Faculty Union President</b>	<b>GA Griffith</b>
<b>Staff Union President</b>	<b>Shannan Smith</b>

HLC Steering Committee members are charged with following responsibilities:

- Help to promote College-wide participation in the reaccreditation process and in the site visit.
- Serve as the organizing and monitoring committee for the entire reaccreditation process.
- Provide sufficient resources and staff to facilitate the success of our reaccreditation process.
- Monitor the data collection, writing and other efforts of all sub-committees.
- Ensure timely and appropriate completion of the assurance argument and compliance with other requirements of the reaccreditation process.

- Ensure an inclusive, thoughtful, forward-looking process.
- Keep campus informed and updated on reaccreditation process.
- Address any ongoing issues noted in the previous HLC Reaccreditation.
- Assist in identifying appropriate evidence and sources of data.
- Engage in continuous assessment of subcommittees and their work.
- Identify co-chairs for each reaccreditation sub-committee and recommend appropriate faculty, staff and administration for team membership.
- Participate in reaccreditation sub-committees as needed.
- Create additional reaccreditation sub-committees as needed.
- Understand that the assurance argument must be evaluative as well as descriptive.
- Decide on evaluative recommendations to be include in assurance argument.
- Review drafts of Assurance Argument and provide recommendations and suggestions.
- Review drafts of Federal Compliance Form and provide recommendations and suggestions.
- Set goals and identify timelines for the reaccreditation process.
- Prepare for and host campus visit.

Dr. Ronald Kawanna Jr. (HLC Steering Committee Chair and Accreditation Liaison Officer is charged with the following responsibilities:

- Work with Co-Chairs to coordinate and facilitate work of all reaccreditation sub-committees
- Establish and administer a Reaccreditation Budget
- Work with Co-Chairs to coordinate and facilitate the gathering, analysis, organizing and formatting of evidence for Assurance Argument.
- Assist the Co- Chairs of the HLC Criterion Sub-committees in the draft writing and presentation of the assurance argument.
- Assist the Co- Chairs of the Federal Compliance Team in the preparation of the Federal Compliance Form.
- Responsible for the final draft and presentation of the Assurance Argument.
- Work with Co-Chairs of Hospitality Team to coordinate and host campus site visit.
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## HLC Criterion Sub-committee Work Groups

Five Work Groups have been formed, one for each criterion. These work groups are charged with the responsibility of developing the Assurance Argument and identifying and collecting material for the Evidence File.

### The Work Groups



### HLC Federal Compliance Sub-committee Work Group



### Other Sub-committee Work Groups

