

Roles and Responsibilities of HLC Criterion Sub-committee Co-Chairs and Members

Criterion Sub-Committees:

Five HLC Criterion Sub-committee work groups will be convened in the Fall 2017 and assigned to each of the five HLC criteria. The five criteria focus on 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, and Criterion 5. Resources, Planning, and Institutional Effectiveness.

Each of the criterion sub-committees work groups will be headed by co-chairs, ideally one faculty member and one staff/administrator person, and typically will have members from across various areas of the college. The purpose of having a faculty and staff/administrator person with co-equal leadership roles emphasizes South Suburban's College commitment to an inclusive process and recognition that all employees of the college contribute to its mission and success.

Co-Chairs

Selection of Co-Chairs:

Co-chairs will be selected from among individuals who possess the following qualities and /or potential: content knowledge, experience in evaluation and assessment, ability and willingness to produce a written work product, experience in meeting facilitation and ability to collaborate with colleagues; and a commitment to the success of our reaccreditation process.

Roles of the Co-Chairs:

The roles outlined below are meant to be suggestive, not exhaustive. Likewise, the items listed in the parenthesis are illustrative examples of the kinds of activities and products that will likely be involved in this process.

1. Draft Assurance Argument for assigned criterion (address criterion as well as each core component and sub-components).

2. Evidence collection and analysis.
3. Communication (meet regularly with co-chairs from other sub-committees, as well as, steering committee when requested, provide written updates that can be used for campus communication efforts.
4. Facilitation of meetings and committee team work (ensure active participation from all sub-committee members; foster collaboration among members; frame charge; set tone for discussions; develop consensus from diverse perspectives).
5. Administrative responsibilities (schedule committee meetings; meeting agendas; document progress and results; , meet defined milestones and deadlines)

Release time is available for the co-chairs that are faculty and will be approved by the Vice President of Academic Services or Vice President of Student Development.

Sub-committee Members

Selection of Sub-committee members:

Committee members will be selected to include a balance of those who have knowledge of the areas covered by the criterion and heterogeneity in perspective. Committee members should be able to work well with each other (collaborative), be thoughtful; have the ability to follow through; and open to candid findings.

Committee members should work with their supervisors to assure that work on the committees can be accommodated; supervisors will be made aware that there is an institutional commitment to the reaccreditation process.

Roles of Committee Members:

The roles outlined below are meant to be suggestive, not exhaustive. Likewise, the items listed in the parentheses are illustrative examples of the kind of activities and work that will be involved in this process.

1. Draft Assurance Argument for assigned criterion (address criterion as well as each core component and sub-components).
2. Evidence collection and analysis.
3. Collaborate with the other sub-committee members (attend committee meetings; be able to work through differences of opinion with other members;)