

## **Higher Learning Commission Visit List of Possible Questions for Discussion**

### **BOARD**

Describe your involvement (input) in the financial decisions made by the college?  
When the next comprehensive visit by the HLC occurs, what will the college look like then?  
Do you have any misgivings on the direction of the college?  
How do you perceive the community's sees the college?  
How long have you served on the Board?  
How do you see your role in serving on the Board of Trustees?  
Explain the accreditation process. How have you been informed of the accreditation process? Were you able to read the Assurance Argument?  
What do you view as the biggest challenges facing the college?  
What role does the Board of Trustees play in governance, budgeting and priority setting for the institution?  
How are tuition rates established-Board's role?  
Explain budgeting, alignment with mission and what is the process? Board of Trustees role?  
Board orientation, training, etc.

### **OPENING MEETING WITH LEADERSHIP TEAM**

How was the assurance argument developed? Who was involved in the development?  
What do you consider your institutional strengths?  
What areas for improvement did you identify?  
How have different elements evolved since the completion of the assurance argument?

### **CRITERION I**

Diversity-What are goals? How measured?  
How does the College ensure support for diverse populations?  
Explain budgeting, alignment with mission and what is the process?  
How do you see the mission playing out in your daily lives?  
What do you see as the strongest evidence that the institution knows and follows its mission?  
How does the institution ensure diversity in hiring practices? Goals for diversity in hiring?

### **CRITERION II**

How do students learn about information literacy?  
How are policies developed?  
How are complaints addressed?  
How are policies developed/reviewed and updated at the college?  
What examples can you provide which speak to how such ethics are played out at "the institution"?

### **CRITERION III**

How are faculty credentials evaluated? How is previous experience evaluated?  
How are hiring committees developed for full and part-time faculty?  
How are advisors trained about specific programs and disciplines?  
How does the program review process work and what measures do you have in place to ensure that the review process has an impact on student learning?  
How are concurrent courses managed?  
What policies are in place to guide the institution's work in this area?  
What services are provided to students enrolled in courses?  
What professional development programs are available to faculty members?  
What professional development program are available to staff members?  
How are co-curricular activities defined?  
How is the consistency of SLOs (or course content) guaranteed from section to section of the same course?

What has been your input in making changes at the college?  
What are your thoughts regarding the early retirement incentives?  
What changes do you see happening in the next few years?  
Is there anything you would like us to know that we haven't asked or covered?  
How are courses developed?  
How are faculty members evaluated?  
Who assigns/hires faculty?  
What type of ongoing assessment is used for quality management?

#### **CRITERION IV**

How is information analyzed and shared with stakeholders concerning student outcomes?  
How is the consistency of SLOs (or course content) guaranteed from section to section of the same course?  
What measures are used for student placement? Dual enrollment? Online?  
How are the data used in a systematic review process that documents the use of assessment results for co-curriculum updates and budgeting?  
How does the program review process work and what measures do you have in place to ensure that the review process has an impact on student learning?  
Where is the institution using data to improve student learning?  
How is information shared with stakeholders concerning Institutional outcomes?  
How is the information used to align the budget?  
Results? What is being changed as a result of the data? At the program level? Department level? Institutional level?  
How does concurrent/online/adjunct participate in assessment?

#### **CRITERION V**

How is information disseminated so that all stakeholders are informed?  
Explain budgeting, alignment with mission and what is the process?  
What do you see as the strengths and the challenges of the governance model employed here at "the institution"?  
Help us understand your resource allocation framework better and share with us your assessment of how well the process works.  
How do you see this integration of various institutional planning processes, i.e., strategic planning, annual planning, financial planning, technology planning, academic planning, etc., taking place at the college? What are the barriers you see to making this integration most effective?  
Are there areas in your future vision which will require a major shift in the utilization of resources? How good do you find your current resource allocation to be in meeting your mission and supporting your current institutional priorities?  
Other than the processes you have in place to assess student academic achievement, what other processes are well-functioning in the evaluation of institutional effectiveness? Are there examples you can share regarding some of your evaluation processes?  
Where might the institution focus in the future to strengthen its evaluation processes to ensure institutional effectiveness?  
Can you describe the budgeting process?  
What contingencies do you have for unexpected expenses?  
How does faculty and staff monitor their expenses?  
How is professional development budgeted?  
How do you ensure that the budget meets the Mission, Core Competencies, or Strategic Priorities for proposed spending of resources?  
Completion Rates? Process for measuring and strategies for improvements for completion? Types of completion and reporting?

## **STUDENTS**

Why did you select to enroll at Indian Hills?

Are you satisfied with the quality of instruction at college?

What would you like to see happen at the college over the next few years?

What are your thoughts about the athletic programs?

Would recommend your friends to come to the college? Why or why not?

Are faculty members available when needed? How do you contact them?

Advising? Tutoring?

What about other locations?

Is tutoring available for online students?

When changes are made to tuition and fees, are students consulted? How is student input gathered?

How would you go about making a complaint?

What do you like most about the college?

What would you change about the college?

Where is information literacy/academic honesty taught?

Protection for freedom of speech? Freedom of speech? Free speech zone?

Is there anything you would like us to know that we haven't asked?

## **FACULTY**

What changes do you see happening in the next few years?

How are students placed in classes? What role does faculty place in determining placement?

How is curriculum update or created?

How does the college ensure faculty input in governance?

How are faculty involved in use of big data and strategic planning?

How do adjunct and concurrent faculty participate in assessment?

How do instructional budgets align with mission? Process?

How are policies developed/reviewed and updated at the college?

What services are provided to students enrolled in dual credit courses?

What professional development program are available to faculty?

How are advisors trained about specific programs and disciplines?

New faculty orientation?

Faculty evaluation process?

Where do ideas for new curriculum come from? Who/what drives curriculum changes at the college?

What is the role of advisory boards in curriculum development?

How are hiring committees developed?

## **STAFF**

What changes do you see happening in the next few years?

Is the college in a better position as a result of the changes that have occurred?

Is there anything you would like us to know that we haven't asked or covered?

How does the college ensure staff input in governance?

How are staff members involved in use of big data and strategic planning?

## **HUMAN RESOURCES**

How are hiring committees developed?

How are dual credit faculty credentials evaluated? How is teaching evaluated?

What is your role in tracking and documenting the training?

## **CURRICULUM COMMITTEE**

How is the curriculum determined at the college?

What data is used for the creation and revision of programs?

Can you describe the process that is used to ensure that all programs have meaningful and measureable learning outcomes?

Once curriculum proposals are approved by the Committee what are the next steps in the process?

Do faculty feel that they own the curriculum?