



Charges for 2022 Self-Study Steering Committee & Working Groups

[NOTE: These will not be confirmed until after we receive feedback about our Self-Study Design]

Steering Committee Charges

1. Develop timeline and standards for reporting.
2. Develop initial Communication Plan, ensuring multiple and varied opportunities to update the campus community and institutional stakeholders throughout the Self-Study process, to gather input and feedback, and to ensure an inclusive process.
3. Align Middle States Standards with the College's Mission, Strategic Plan, and Institutional Priorities defined for the Self-Study process. Ensure that alignment is consistently integrated throughout the Self-Study process and final report.
4. Oversee maintenance and evaluate the quality of the Evidence Inventory, and other supporting evidence relevant to the Self-Study process and the team visit.
5. Identify overlap and connecting themes in order to streamline data collection and reporting.
6. Compose research questions/lines of inquiry if needed to direct the work of each Working Group.
7. As reporting begins, identify gaps in research, response, and data to ensure compliance with MS Standards and with initial charges.
8. Maintain editorial oversight for content and style of report.
9. Compose final report, with oversight of the Self-Study co-chairs, based on Working Group outlines.

Working Group Charges

The Working Group will be charged with conducting a thorough investigation of their assigned Standard through the following activities:

1. Collect, examine, and analyze relevant documents and processes related to the Standard and its Criteria. Upload relevant documents to the platform in TK20.
2. Identify institutional strengths, challenges, and opportunities for improvement related to the Standard and its Criteria.
3. Identify linkages between HCC's compliance with the Standard, and the College's Mission, Strategic Plan, and the relevant Institutional Priorities defined for the Self-Study process.
4. Provide evidence of the institution's periodic and systemic assessment of the processes, policies, and attributes inherent in the Standard and its Criteria.
5. Develop ideas for institutional improvement based on the group's findings and analysis.
6. Using the template provided, record all information in an outline for Steering Committee to use in writing final report.
7. Assist in final report preparation by reviewing drafts and making any corrections or suggestions for revision.